

Volunteer Brief

Post Title:	Leadership Giving Team Support Volunteer
Post Grade:	N/A
Location:	The HFH GB National Office in Banbury, Oxfordshire
Working Days:	Two full days per week, initially for a period of six months.
Purpose:	The role encompasses supporting the Leadership Development Team by maximising our fundraising effectiveness through the research and identification of potential major donor leads. This in turn will require liaison with GB fundraising staff.
Responsible to:	Leadership Development Director

Role Description

1. Global Village (Current Teams) Research

- Work in support of the Leadership Development Team to research companies and individuals currently involved with our Global Village volunteering programme, and their associate trusts or foundations where appropriate (e.g. those providing matched-funding), who have the potential to support HFHGB's global programme objectives, either through funding or advocacy.
- To input and help prepare appropriate follow-up in consultation with the Global Village and Leadership Development Teams. Follow-up to take place within 5-6 weeks of return from GV trip.
- To keep an accurate record of follow-up action taken and to enter data onto the Raisers Edge Database as appropriate.

2. Companies Research

- Work in support of the Leadership Development Team to research companies within the building industry who have relevant associate trusts or foundations with the potential to support HFHGB's global programme objectives. Use of the internet will form the main basis of research.
- Identify funding criteria of said Trusts/Foundation and match with current HFHGB funding strands, in consultation with the Leadership Development Team.
- Work in support of the Leadership Development Team to research companies that send employees on outward bounds or volunteering related teambuilding or fundraising activities.
- Identify fundraising priorities/sympathies of said companies and match with current HFHGB activities (e.g. Hope Challenge/Global Village), in consultation with the Leadership Development Team.
- To maintain an accurate record of relevant data on the Raisers Edge Database.
- To advise on the follow up of any resulting proposals and, where necessary engage, Leadership Development and/or Programme Team(s).

3. Donor Engagement

- As appropriate, attend Donor Engagement events, accompanying and assisting the Leadership Development Team. This may involve working away from the National Office on an occasional basis.
- As appropriate, attend HFHGB Fundraising & Marketing events, engaging with the public directly and representing HFHGB. Events could range from promotional activities at festivals (New Wine, Greenbelt) to meeting with churches and community groups. This may involve working away from the National Office on an occasional basis.

4. Other Duties

- Any other reasonable request under the guidance of the Leadership Development Director.

5. Training

- Induction training will be provided on an ongoing basis.
- Training will be provided in house on the Raisers Edge Database (the industry standard database in the voluntary sector).
- Any further training necessary will be provided.

Person Specification

This volunteer role is designed to provide support for the Leadership Development Team with research, development of support materials and sourcing major donor proposals.

Skills and Qualities required:

- Confidence in using database software. (Training in Raisers Edge will be provided.)
- Good analytical and research skills.
- Good cross cultural communications skills.
- Computer literacy skills, particularly in respect of databases, spreadsheets and Microsoft packages (Word and Excel).
- Commitment to the vision, mission and values of HFH.
- Team working.
- Flexibility to attend external events.