



Fundraising and Communications Volunteer

- **Salary** Voluntary (pre-agreed travel expenses)
- **Hours** Flexible
- **Location** Hampton Hill, Greater London
- **Category** Fundraising, Communications, Intl Development
- **Sectors** International Development
- **Reporting to** Fundraising and Communications Officer

Job Purpose

We are looking for a passionate, motivated and enthusiastic volunteer to come into the office and assist on a variety of fundraising, communications and administration based tasks. We are happy to be flexible according to your interests and what you would like to achieve by volunteering with us.

Responsibilities may include:

- Researching and identifying potential donors and sources of funding
- Writing funding proposals
- Transcribing interviews with project staff and beneficiaries (including students, teachers and parents)
- Writing articles and reports to update stakeholders on project progress
- Writing and scheduling social media posts
- Assisting with the planning and delivery of fundraising events
- Developing the trust and corporate databases
- Providing administrative support to the office
- Supporting the fundraising team in maximising revenue from different income streams e.g. community, events, corporates, trusts and foundations
- Supporting the fundraising team to deliver the overall fundraising and communications strategy

You don't need to have an extensive background in these areas, but experience in fundraising, research and marketing/customer service would be an advantage. Knowledge of, and an interest in, international development and Africa related issues would also be a bonus. Ideal candidates will be organised, dedicated and able to work efficiently on an individual and a collaborative basis. Strong writing skills are a must.

Benefits

In return for volunteering with us, you will receive the following:

- Practical experience in the everyday running of a UK based charity
- Fundraising, research, communications and international development experience which will look great on your CV
- The chance of a fantastic reference
- Ongoing support from the fundraising and communications team
- The knowledge that you have contributed to vital education work in Uganda and Zambia, two of the poorest countries in the world

Ideally we would like the successful applicant to begin their placement in May/June and commit to 2-3 days a week. If you are not available until July onwards, please state this in your application.

Please submit an up to date CV and covering letter outlining your relevant skills/experience and why you would like to volunteer with African Revival, to Emily Brewster at emily.brewster@africanrevival.org. For more information, call the office on 020 8939 3190.