

FUNDRAISING SUPPORT

Fundraising & Event Support

Purpose of role:

The success of any fundraising event relies on the support of our volunteers. We have fundraising events throughout the year, including stalls at summer and Christmas fairs, supermarket bag packs and collections. Events are usually at weekends but preparation takes place during the week. All our events raise vital funds to support our work.

This role is very flexible, as volunteers are not required to make any regular commitment and no further training is needed after the volunteer induction. However, if you are able to volunteer regularly, there are lots of events to get involved in and your role will be very varied, with opportunities to support the Event Organiser either in the office or at the venue.

Opportunities of the role:

- Build customer service skills through a variety of interactions
- Gain experience of event management
- Develop ability to work as part of a team

Main activities/tasks:

Before the event

- Help with promotion of the events through mailings and phone calls
- Assist with organising items for the event and packing up all equipment needed
- Distribute event posters and flyers

During the event

- Run an activity stall organised by Noah's Ark or create your own
- Provide refreshments
- Face painting (practice workshop available)
- At challenge events (e.g. London Marathon) encourage our participants along the route

After the event

- Put remaining stock and equipment away
- Write and post thank you letters
- Help count the money raised

Qualities/experience/skills needed:

- Good customer service skills
- Willingness to pitch in and work as a team
- Fundraising experience is welcome but not necessary!
- Whatever your skills and experience, we will find an activity that suits you

Availability:

All potential volunteers are required to attend a Volunteer Induction before they are able to get involved in any capacity. We ask that a Fundraising Event volunteer commits to at least one event per quarter. There is no upper limit to the number of events a volunteer can support at. We would ideally like a volunteer to commit to supporting us for a minimum of 6 months, but this can be flexible.

Location:

Events take place across the boroughs of Barnet, Camden, Enfield, Haringey, and Islington.

Event preparation will generally take place at:

Noah's Ark Children's Hospice
3 Beauchamp Court
Victors Way
Barnet
EN5 5TZ

Minimum Age: 16 years

To apply for the Fundraising & Event Support role, please return a completed Volunteer Recruitment Form to the People Development Team: volunteering@noahsarkhospice.org.uk



Noah's Ark Children's Hospice

Volunteer Recruitment Form

Volunteer Information

Full Name:
Title First Last

Address:
House/Flat number & Street

City County Postcode

Phone: **Mobile:**

Email:

Emergency Contact:

Name Relationship Telephone Number

Availability

Which days/times are best for you to volunteer?

- Weekdays School Term Daytime Flexible
 Weekends School Holidays Evening Other please state

Additional Information

1. Are you part of a family (or do you know a family) who either currently receive or have in the past received support from Noah's Ark Children's Hospice?

- Yes No

If YES – please give details:
[Click here to enter text](#)

It is our policy that current NACH family members (immediate family and extended family) as well as those with a close personal connection to a NACH family are not immediately able to become volunteers. Please contact us for a detailed explanation.

2. Do you have any disabilities or health issues it would be useful for us to know about and are there any reasonable adjustments we can make for you? (e.g. wheelchair access etc)

[Click here to enter text](#)

3. Where did you hear about Noah's Ark?

[Click here to enter text](#)

4. Please insert any other information you would like us to know or you feel is relevant:

[Click here to enter text](#)

Disclaimer and Signature

We are committed to the Safeguarding of children. All volunteer roles involving direct contact with Noah's Ark families are subject to an enhanced DBS application.

In accordance with the 1998 Data Protection Act, I agree that Noah's Ark Children's Hospice may hold and use personal information about me. It will be held securely and only used by authorized personnel. It will not be shared with any other organization or third party.

Signature: [Click here to enter text](#) Date:

Thank you so much for taking the time to complete this form – we need this initial information to register you as a potential volunteer so we know you are keen to get involved ASAP.