



## Volunteer Role Description Fundraising and Event Volunteer

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**Title:** Fundraising and Event Volunteer

**Potential time commitment:** On an ad hoc basis for events and preparation

**Location:** Various event locations and office based at Soundabout Office, Cornerstone Arts Centre, 25 Station Road, Didcot, Oxon, OX11 7NE

### About Soundabout

Soundabout is a national charity that aims to use music and sound to unlock the potential of children, young people and adults with severe or profound and multiple learning difficulties, including those with autism. Established in 1995 and the organisation received charity status in 1997. Since then, we have pioneered the use of music, rhythm and sound to give disabled children and adults a voice, a way to express themselves and be listened to.

### What this role will entail

Fundraising and Event Volunteers will assist with fundraising activities from providing help at events to sourcing gifts for raffles. Increasing awareness and raising the profile of Soundabout is another important aspect of this role, through advocating on the charity's behalf. No previous experience is required as full training will be given, though good communications skills and enthusiasm towards the charity's goals and aspirations would be desired.

### Specific responsibilities and tasks

- Assisting with the planning and organising of fundraising events and activities
- Helping set-up displays and manning stall on events days
- Research
- Distributing flyers and fundraising materials
- Administration – writing thank you letters to donors, updating the donor database, carrying out mail merges and mailings as required
- Sourcing auction and raffle prizes for events

**Reporting to:** Mia Waldock, Community and Data Officer

**Training:** All training will be provided dependant on the role and responsibilities

**Expenses:** Out-of-pocket travel costs between home and volunteering place will be offered. Any reasonable expenses agreed in advance with the volunteer line manager.

**How to apply:** Please send a completed volunteer enquiry form to [info@soundabout.org.uk](mailto:info@soundabout.org.uk) or Soundabout, Cornerstone Arts Centre, 25 Station Road, Didcot, Oxfordshire, OX11 7N