

**Role:** Fundraising Volunteer Assistant

**Hours:** 1 day per week, 10:00 - 16:30 (ideally Tuesday or Wednesday, but we can be flexible)

**Location:** Hummingbird Office, BMECP Centre, 10A Fleet Street, Brighton BN1 4ZE

**Salary:** Voluntary - Travel and Lunch expenses reimbursed

**Closing date:** Midday Monday 15th July 2024

**Interview date:** Wednesday 24th July or Thursday 25th July 2024

**Start date:** ASAP

**Reporting to:** Fundraising Manager

### **The Hummingbird Refugee Project:**

The Hummingbird Project is a youth-centred organisation that aims to provide trauma-informed services and promote youth-led action that is underpinned by our shared belief in human rights.

Our services support young refugees, between the ages of 14 and 25, many of whom arrived in the UK as unaccompanied children. The project is based in Brighton and works with those living in the city and across East and West Sussex.

As well as our direct services for young people, we actively campaign for the rights and protection of young refugees at a local and national level.

Our vision is a community standing together for the rights and protection of young refugees.

### **Main purpose of the role:**

The Fundraising Volunteer Assistant will assist our Fundraising Manager in raising vital funds to keep our services running. We are currently focused on diversifying our income portfolio, and require support in key administrative duties.

This is a good opportunity for someone who is interested in or wants to start a career in fundraising. This role will give you experience in key elements of a fundraising role,

such as writing bids, supporting fundraising events, liaising with donors and crowdfunding.

No previous fundraising experience is required, but you will need a positive, open and enthusiastic approach to learning new skills, getting involved and thinking creatively about ways to raise money.

#### Responsibilities:

- Administrative support in completing key processes. This could include responding to emails from supporters; sending out welcome, good luck and thank you emails; preparing and sending stewardship correspondence
- Reaching out to new prospective supporters or community fundraising groups
- Reaching out to local businesses to scope out interest in corporate partnerships
- Supporting with community fundraising efforts and attending occasional community events
- Writing applications for small grants with support from the Fundraising Manager, and proofreading other applications drafted by the Fundraising Manager
- Collecting data and updates from our Service Leads for newsletter and funding application content
- Supporting the launch of crowdfunding campaigns and sharing with our supporters
- Any other tasks as directed by the Fundraising Manager

#### What we ask from you:

- Be available to volunteer on a regular weekly basis
- Able to volunteer one full day per week
- Be able to commit to volunteering for a minimum of 6 months

#### What you can expect from us:

- Training and development opportunities that are relevant to the role and working within the refugee support sector

- Travel (from within Sussex) and Lunch reimbursement. As part of creating an inclusive space we have an expenses policy that prioritises volunteers not being out of pocket for expenses linked to your role. If up-front costs are difficult, you can speak to your line manager about this and will do everything reasonably possible to agree on a sustainable solution.
- An opportunity to work as part of a supportive and inclusive team
- A great opportunity to develop your existing skills and gain new ones

### Personal Specification:

#### Essential:

- Have a passion for Hummingbird's mission and youth centred work
- Advanced level of written and verbal English
- Excellent communication skills
- Confident in using various IT systems
- Awareness of issues and challenges that people from a refugee background experience

#### Desirable:

- Lived experience that relates to the young people such as racism, or going through the asylum process
- Experience of creating content on social media

### Next steps:

- Step 1: Complete online application form
- Step 2: Invited to interview

#### If successful at the interview ...

- Step 3: References and Enhanced DBS check
- Step 4: Induction