

## Role description for Local Fundraiser (Voluntary role)

*“It’s been a life-changing experience. Last week I read a book to my grandson. I never read to my children because I couldn’t.” Peter, from Read Easy Poole*

Read Easy provides free, confidential, one to-one reading coaching for adults who struggle with reading, through a network of volunteer groups. Read Easy groups are changing the lives of individual adults across the country by providing them with the support they need to learn to read, and in turn opening doors for them to all sorts of new opportunities in life. You can read about the difference Read Easy makes [here](#) on our website.

### Outline of the Fundraiser role

You will be seeking funding from local organisations that are interested in investing directly into their local communities.

The average cost of running an average sized Read Easy group, is approximately £3,500 a year. Your role is vital to your local group as you will be able to access local funds that Read Easy UK is not able to apply for as a national charity



### How we will support you

You will be provided with the Management Team Handbook, policies, training/induction, guidance and resources specifically needed for this role, including access to support from a Read Easy UK Regional Adviser, via your Team Leader. You will also be invited to Read Easy UK’s regional forums and annual conference which give volunteers an opportunity for networking with those from other groups.

### What you will be doing

- With your Management Team, plan how much money is needed to be raised to cover group expenses and agree best approaches to fundraising.
- Write applications to local community funding organisations and businesses.
- Arrange fundraising events, as agreed by Management Team.
- Maintain a database of fundraisers.
- Make public acknowledgement and thanks to donors.
- Attending Management Team meetings, typically every 6-8 weeks.

### The skills you will need

- Knowledge and previous experience of fundraising is desirable, though not essential.
- A willingness to seek out potential sources of funding.
- Experience of writing funding bids is desirable, though not essential.



- Good negotiating and influencing skills.
- The ability to use initiative and work independently.
- A willingness to abide by Read Easy policies and procedures.
- An open attitude that encourages two-way communication and willingness to ask for and offer support to the Team.
- A non-judgemental attitude and respect for others, with a commitment to equality and diversity, so that you can make everyone feel valued and included.
- Energy and enthusiasm with an average of three hours a month to commit to the role.

### **What is in it for you? You will:**

- develop fundraising skills;
- develop your skills in organising events if you choose to use this approach;
- meet and work collaboratively with new people; and
- be active and engaged, adding value to your local community.

### **What is in it for you?**

- Gain skills in demonstrating and understanding data protection and how it is applied
- Meet and work collaboratively with new people
- Be active and engaged, adding value to your local community

### **Interested?**

If you think you can offer the time, skills, and experience that we are looking for and would be interested in taking up this role, please contact the person who sent you this role description.

**Please note:** All Read Easy volunteer roles subject Safer Recruitment procedures which include verification of identity and two references, and eligibility for Management Team roles is in line with [Charity Commission regulations for trustees](#).

Please see the 'Introduction to Read Easy for potential Management Team volunteers' to find out more about the structure and responsibilities of the Team.

To find out more about the organisation as a whole, visit our website at: [www.readeasy.org.uk](http://www.readeasy.org.uk)