

Role Title: Trusts & Foundations Volunteer
Hours: 2-4 hours per week (flexible)
Duration: Minimum 3 months (flexible)
Location: Flexible – this role can be home-based, at our office (London Bridge), or a combination.

The Eve Appeal is the UK's leading charity working on prevention of the five gynaecological cancers – womb, ovarian, cervical, vulval and vaginal.

Our aim is to prevent gynaecological cancers and save lives by raising awareness and funding ground-breaking research focused on developing effective methods of risk prediction, earlier detection and developing screening for all of the five gynae cancers.

We are looking for a Trusts and Foundations Volunteer to support our Trusts and Foundations Officer in developing our portfolio and achieving our 2024 income target to ensure our lifesaving work can continue.

To support this area of fundraising we are looking for someone looking to develop their skills in prospect research and gain familiarity with the broader landscape of medical research and healthcare funding.

We're willing to be truly flexible for the right candidate as we appreciate this role may need to be worked around other commitments. We envisage 2-4 hours a week at times to suit you over the course of a month.

We are looking for a commitment of 3 months but again are willing to be flexible as we appreciate other or unknown circumstances may dictate your availability at this time.

There is an opportunity to expand the role to include application writing and submission if experience and your capacity to support the team allows.

Please note the successful candidate will need access to their own laptop/PC to complete this role.

Key Responsibilities

The primary responsibilities of the role are to identify prospects and research new funding opportunities to support the development of our 2024 & 2025 pipeline.

- Conduct research into trusts and foundations that may support the work of The Eve Appeal

- Prepare information for the Trusts and Foundations Officer including application deadlines and a summary of how closely the charity may match the aims of the prospects identified
- Ensure Raiser's Edge records are created and/or updated with research information
- Compliance with charity laws and The Eve Appeal fundraising policies
- Assisting in producing and submitting high quality proposals to secure both restricted and unrestricted funding as required – if your capacity to support the team allows for additional responsibilities.

Person Specification

We believe the following skills and experience are needed/could be beneficial for the role.

Essential:

- Excellent verbal and written communication skills
- Ability to build and maintain relationships
- Good IT skills, including experience using Microsoft Office applications
- Enthusiastic, self-motivated with good time management skills
- A team player who is a quick learner with a good eye for detail

Beneficial:

- Knowledge of Fundraising/Trust Fundraising
- Experience carrying out online research
- Experience using database systems (Raiser's Edge experience would be beneficial)

How to Apply

To apply please submit a CV and a short cover letter (no more than one side of A4) explaining why you're interested and what you can bring to the role.

If you have any questions about this role, your suitability for it, or would like a conversation before applying for any reason then please email calum.coker@eveappeal.org.uk and we will get back to you as quickly as possible.