

Trust and Foundations Volunteer

Information pack
October 2024



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“As soon as Leyton had a demo in this chair, he fell in love with it.

It gives him the freedom to play on the beach with no restrictions and without having to be pushed around.

It's made everyday life more inclusive for him.

Tammy, mother of 9-year-old Leyton





Our vision

At Variety, the Children's Charity, we believe every child deserves to live their best life and reach their full potential, whoever they are.

Our mission

At Variety, we deliver life-changing programmes that give that give children and young people across the UK a better future.

We provide practical support that makes an immediate difference to disabled and disadvantaged children and young people under the age of 19. This tangible, practical support has the ability to transform and improve their quality of life.

How we make a real difference

We step in when neither local authorities nor families' resources stretch far enough. We improve children's quality of life and help them achieve greater independence.

Seven out ten children that we help are from low-income households in financial hardship. For them, disability equipment is simply unaffordable.

Variety steps in, by providing:

- **Wheelchairs.** We provide manual, sport, and powered wheelchairs to help children become more independent
- **Specialist equipment.** We provide life-changing devices, including hoists, walkers, specialist car seats, and life-saving machines such as epilepsy monitors
- **Sunshine Coaches.** We offer fully accessible, adapted minibuses for SEND schools and non-profit organisations working with young people.
- **Variety Great Days Out.** We provide exciting, educational, and fun experiences for disadvantaged children to build unforgettable memories.



The Opportunity

Variety, the Children's Charity are offering an opportunity for enthusiastic volunteers to gain valuable experience within our Trusts and Foundations Fundraising team.

We are developing the Trust and Foundations into a successful national programme. This is a fantastic opportunity for a pro-active volunteer to learn and develop key research, bid-writing and fundraising skills to be a successful Trust Fundraiser.

At a glance

Role title	Trust and Foundations Volunteer
Team division	Fundraising Team
Duration	At least 3 months
Working arrangement	Flexible Hybrid arrangement. Ideally two-days but at least 7 hours a week.
Reimbursement	Reasonable travel expenses reimbursed, dependent on location.
Accountable to	Trusts and Foundations Manager

What's involved?

Your main focus will be identifying suitable trust and foundations and submitting applications. The role will entail drafting letters and applications for funding to a roster of trusts and foundations. You'll also help with researching local grant making prospects. We have ready-to-go basic proposals that you'll be able to work from.

What will I get out of it?

- Experience at a well-known national children's charity, with opportunities to enhance your CV.
- Quality fundraising experience at a growing national charity by raising money from high value trusts.
- Unlock funding to help more disadvantaged and disabled children across the UK.



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Purpose of role

Variety has strong ambitions to strategically grow our fundraising income.

To meet this, we are seeking to expand our growing Trust and Foundations portfolio.

We're looking for an enthusiastic volunteer with keen interest in high-value fundraising. They should be willing to provide high-quality, reliable research and fundraising support. You could be a graduate, retired or looking for a career change.

You will be offered training on engaging with Trusts and Foundations, focusing mostly on researching, qualifying and planning approaches to new funding sources.

It's the perfect learning opportunity for a highlight motivated, willing learner who shares a passion for our cause to join Team Variety during a vital period.

Key tasks

Researching Prospects

- Identifying new Trusts and Foundations prospects. You'll have access to a fundraising database, grants bulletins and Excel Workbooks.
- Reviewing and qualifying Trusts. You'll research using online platforms, such as the Charity Commission website and assess whether they are a suitable fit.
- Telephoning Trusts to assess suitability. Training and support is available.

Applying for funding

- Writing short applications to external funders. You'll be tailoring our existing fundraising content to submit high-quality applications.
- Submitting our monthly applications. You'll be mail-merging applications via our in-house marketing software (Canva).

Administrative support


- Updating our fundraising database and Excel workbook.
- Auditing our historical Trust records. Going through the records we hold on each Trust to ensure we're engaging all Trusts, in an organised manner.



Essential

Working as part of a dynamic, forward-thinking charity, you will be a strong team player with lots of enthusiasm and a positive attitude. You will have:

Skills:

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- Strong IT proficiency. You will be confident in using Microsoft Office, especially Excel. With a willingness to learn about our fundraising database.
 - Excellent verbal and written communication skills. You will have the ability to clearly and concisely summarise information from readily available sources.
 - A methodical and orderly approach. You will be comfortable with online research and working through a workbook of contacts.
 - A high degree of enthusiasm and a desire to learn and gain new experiences through working in a busy or fast-paced environment.
 - Administrative skills. You will be organised and methodical.

Qualities:

- Good organisational skills required, with strict attention to detail in all tasks.
- Motivated and able to work independently when required. This role will require a significant amount desk-based research.
- Strong communication skills, with a friendly telephone manner.
- Willingness and confidence to potentially make telephone calls with prospective funders.

You will also need to have access to a laptop and be eligible to work in the UK.

Desirable

- Past fundraising volunteer experience
- Experience of research
- Understanding and interest in the charity or not-for-profit sector



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Trust and Foundations at Variety, the Children's Charity

How to apply

If you would like to apply for this position, please send an up-to-date CV and a cover letter (max 1 page) on why you are interested and are a good fit to richard.scott@variety.org.uk

Please submit your application by 11.59pm on 15th November 2024. Interviews to be held in the final two weeks of November.

We look forward to hearing from you.

Thank you for your time and consideration.

Get in touch:

 020 7428 8117

 trusts@variety.org.uk

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