# Volunteer Fundraising Assistant

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| **What days** | **Flexible** |
| **How many hours** | **4-6 hours per week** |
| **Minimum Commitment** | **3 months or longer** |
| **Where** | **Hybrid and remote** |

## About Age UK Lewisham and Southwark

Age UK Lewisham and Southwark is a local independent charity supporting older people through a wide range of services, activities, advice, and wellbeing programmes. We work to combat loneliness, improve wellbeing, and help older people remain independent and connected to their communities.

## Purpose of the Role:

To support Age UK Lewisham and Southwark's fundraising efforts by researching funding opportunities, corporate partnerships, and grant programmes that will help sustain and expand services for older people across the boroughs.

## What You'll Do

As a Volunteer Fundraising Assistant, you'll play an important role in helping us identify new funding opportunities and build relationships that support our work. Tasks may include:

- Research local businesses and corporate organisations in Lewisham and Southwark that could support our work through donations, sponsorship, grants, or partnerships.
- Identify and gather information on grant funding opportunities relevant to our services and projects.
- Assisting with the preparation, personalisation, and distribution of fundraising appeal letters and emails to prospective donors, corporate partners, charitable trusts, and supporters.
- Help maintain a funding and grants calendar.
- Research charitable trusts, foundations, and other potential funding sources.
- Support the fundraising team by compiling and presenting research findings.
- Assist with maintaining fundraising databases and records.
- Identify community fundraising opportunities, events, and campaigns.
- Monitor local and national funding announcements and share relevant opportunities with the team.
- Contribute ideas for new fundraising initiatives and supporter engagement activities.

## Who You Are

We're looking for someone who is:

- Enthusiastic and motivated to support a local charity.
- Enjoys research
- Confident using Microsoft Office, particularly Word, Excel, and Outlook.

- Excellent attention to detail.
- Possessing good written and verbal communication skills.
- Able to work independently and manage their time effectively.
- Organised, proactive, and willing to learn.
- Professional, reliable, and committed to supporting our mission.

## What You'll Gain

In return for your time and commitment, you'll receive:

- Practical experience within a respected local charity.
- Insight into fundraising, grant funding, corporate partnerships, and income generation.
- Opportunities to develop research, communication, and administrative skills.
- Experience that will strengthen applications for paid roles in the charity sector.
- Ongoing support and guidance from experienced fundraising professionals.
- A reference after successful completion of your volunteering placement.
- The satisfaction of contributing to services that improve the lives of older people in your local community.
- Flexible volunteering opportunity.

## Diversity and Inclusion

Age UK Lewisham and Southwark values diversity and is committed to creating an inclusive environment for volunteers, staff, and service users. We welcome applications from people of all backgrounds and communities.

## Join Us

By volunteering with Age UK Lewisham and Southwark, you'll help us secure the funding and partnerships needed to support older people across our boroughs while gaining valuable skills and experience for your future career.

## Contact

To find out more or apply for this opportunity, please contact:
Eduarda Werneck (Fundraising Development Officer) & Rajvi Patel (Development Director)
Corporate.opportunities@ageuklands.org.uk