



## **Volunteer Marketing and Fundraising Assistant**

### **The role**

The intention is for this voluntary role is to provide valuable support to SWC as it embarks on its new three year strategic plan. Working closely with the Director, the main areas of focus will be to increase the charity's presence in the borough, surrounding areas and across London through publicising and promoting the charity's services and identifying potential funding streams.

### **Tasks that it is intended that the volunteer will undertake include:**

- Implementing Save the World Clubs communications plan which includes updating contacts of the charity's recent move to new premises and its plans for the future helping to establish new contacts and repositioning the charity for future business; and increasing the charity's profile on Twitter and Facebook
- Supporting the Director to organise the charity's open event in the Summer of 2013
- Promoting SWC's 'Mosaics Work' creative arts team building offer to businesses, helping to generate income for the charity and establishing mosaic art in the business sector
- Contacting London Boroughs to explore opportunities for SWC to provide community mosaic services as part of the Outer London Fund initiative
- Securing and coordinating fundraising opportunities with local partners such as fundraising events
- Supporting the Director to develop and implement a fundraising plan including developing a business plan for making and selling mosaic products

### **Hours**

Flexible, if possible 5-7 hours a week

### **Skills/experience required**

- Proficient in using word and other IT packages
- Proficient in using social media such as Twitter and Facebook
- Excellent written and verbal communication skills
- Ability to make and deal with telephone enquiries courteously and efficiently
- Ability to work independently and as part of a team
- Ability to organise and manage meetings/events
- Ability to undertake desk research and extract relevant information