

Volunteer Role Profile:

Campaign Assistant

February – April 2017

Basic details:

The Communications team works to raise awareness of The Sick Children's Trust. You will support the Communications Officer in preparing for our Big Chocolate Tea Campaign. This will include researching and sourcing prizes, contacting regional bakers and businesses to ask for their support and preparing our wonderful Big Chocolate Tea packs to send out to supporters. There will also be opportunities to assist with social media.

Volunteer role:	Campaign Assistant	Date/period:	From 13 February until 21 April. A longer term volunteering role will also be available.
Department:	Communications	Location:	The Sick Children's Trust, 75 King William Street, London, EC4N 7BE
Salary: UNPAID	- Up to £10 per day travel expenses on production of tickets / receipts - Up to £5 per day food/lunch expenses on production of receipts	Hours per day and days per week:	Days and hours in the office are to be agreed prior to starting.
Name of employer:	The Sick Children's Trust		

Reporting structure

Reports to: Ruby Limbrick, Communications Officer

Role

This role involves supporting the Communications Officer with The Sick Children's Trust's biggest annual fundraising campaign. Your main opportunities will include:

- Researching and sourcing competition prizes
- Researching and contacting local bakers/chefs/businesses to gain support for the campaign
- Preparing and sending out the Big Chocolate Tea packs
- Drafting content for social media
- Researching and contacting London based bakers to donate goodies for our stall Borough Market

Person specification requirements for the job:	
Experience: (desired, not essential)	<ul style="list-style-type: none"> ▪ Previously worked as part of a team
Knowledge: (desired, not essential)	<ul style="list-style-type: none"> ▪ Social media networks ▪ An awareness of the charity sector and fundraising
Skills: (desired, not essential)	<ul style="list-style-type: none"> ▪ IT Skills: Microsoft Word, Excel, Powerpoint, Outlook ▪ Excellent communication skills (oral and written) ▪ Confidence in talking to a range of individuals in person and on the phone ▪ Interpersonal skills ▪ Desire to learn

On successful completion of the volunteering opportunity, you will leave with the following:

Skills e.g.	<ul style="list-style-type: none"> ▪ Researching and securing prizes ▪ Contacting and engaging businesses and local bakers ▪ Recording data and information on Excel ▪ Drafting creative and concise content for social media
Experience e.g.	<ul style="list-style-type: none"> ▪ Working for a charity ▪ Insight into charity fundraising campaigns ▪ Administrative tasks ▪ Working to tight deadlines

To apply:

Please email stephanie@sickchildrenstrust.org with a paragraph explaining why you want to volunteer for us and how you are suitable for this role.