

Volunteer Role Profile:

Pyjama Party volunteer August-September

Basic details:

You will support the Community Fundraising team in promoting our Pyjama Party campaign. This will include contacting nurseries and schools to encourage them to sign up, assisting the team with administrative tasks around the campaign and sending packs to supporters.

Volunteer role:	Pyjama Party volunteer	Date/period:	August-September
Department:	Community Fundraising	Location:	Head Office, London
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:	Days and hours to be agreed prior to starting
Name of employer:	The Sick Children's Trust		

Reporting structure

Reports to: Elisa Cappello-Dowd, Community Fundraising Manager

Role

This role involves supporting the Community Fundraising team with The Sick Children's Trust's Pyjama Party campaign. The volunteer will play an integral part in getting Schools and Nurseries to take part in this exciting campaign Your main opportunities will include:

- Contacting nurseries and schools to help promote the campaign
- Sending packs to supporters
- Assisting the team with administrative tasks
- Creative input into how we are communicating and engaging supporters

Person specification requirements for the job:	
Experience: (desired, not essential)	<ul style="list-style-type: none"> ▪ Working on a fundraising campaign ▪ Working with schools and/or nurseries ▪ Worked as part of a team
Knowledge: (desired, not essential)	<ul style="list-style-type: none"> ▪ An awareness of the charity sector and fundraising ▪ Creative ideas
Skills: (desired, not essential)	<ul style="list-style-type: none"> ▪ IT Skills: Microsoft Word, Excel, Outlook ▪ Excellent communication skills (oral and written) ▪ Confident telephone manner ▪ 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"> ▪ Contacting, engaging and encouraging nurseries/schools to take part in a campaign that will raise funds to support families in need ▪ Working in a team on a charity fundraising campaign
Experience e.g.	<ul style="list-style-type: none"> ▪ Working within a fundraising team at a charity ▪ Insight into charity fundraising campaigns ▪ Administrative experience ▪ Working in an office environment

To apply:

Please email elisa@sickchildrenstrust.org with a paragraph explaining why you want to volunteer for us and how you are suitable for this role. Please include information on the days you would be available to volunteer and the length of time you would be able to commit.