



Citizens Advice Taunton  
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Taunton, TA1 1SB

[tauntoncab.org.uk](http://tauntoncab.org.uk)

Citizens Advice Taunton

Volunteer Fundraising Officer

Role Description & Person Specification (April 2019)

Author: Chief Officer  
Date: 17-4-19

## Reporting to

Chief Officer

## Context

Citizens Advice Taunton (CA-T) is refreshing its fundraising work to boost the charity's income. This is a vital initiative which will give you a chance to make a real difference to the charity's future.

## Role Description

### Tasks

- Identify new opportunities for fund, or profile, raising
- Maximise uptake of routine income generators such as Easy Fundraising
- Grow our Regular Giving base
- Engage CA-T in fundraising activities such as those involving:
  - local sporting events (eg: Somerset Cricket Club, Taunton FC)
  - community groups (eg: Churches, Parish Councils, Rotary, WI)
  - community events (eg: Taunton Carnival, Fayres)
  - supermarket collections
- Develop a calendar of recurring fundraising events
- Assist with Trust Funding applications
- Represent CA-T's work, and its case for support to individuals and groups
- Build good relations partners
- Collect, and provide temporary secure storage for, cash and cheque donations
- Take part in team meetings and reviews as appropriate
- Maintain an awareness of the Code of Fundraising Practice
- Be aware of health & safety considerations/assessments for the activities involved, and share responsibility for own safety and that of others

### Person specification

- Ability to commit ½ day or more per week, and occasionally attend events at evenings of weekends
- Able and willing to work as part of a team
- An approachable and friendly manner
- Reflect and support CA-T's confidentiality policy, and equality and diversity strategy
- Ability to follow the office's systems and procedures
- Proficient with Microsoft Office
- Able to give and receive feedback and willing to challenge constructively
- Excellent communicator in person, orally and in writing
- Able to monitor and maintain own standards
- A willingness to attend training and other meetings
- Able to work on own initiative
- Uphold the aims and principles of the CA service and its equal opportunities policies

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