

Events Volunteer



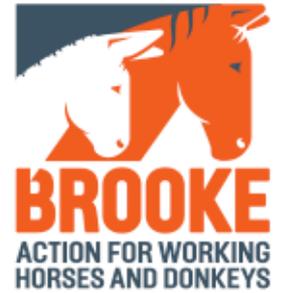
We're looking for a volunteer to join the Events team at Brooke to help us make some of our fundraising events as successful and engaging as possible. The work will be varied, but main projects will involve supporting the team in contacting businesses to ask for product donations to our Special Events and helping to administer communications relating to stewardship of Brooke fundraisers.

The events this person would be involved in supporting would include Brooke's Christmas carol service as well as the ever-growing and popular MyHackathon.

A fluent English speaker with excellent writing skills and telephone manner is essential.

Volunteer Role Details

- Assisting in online research of suitable businesses to approach for support
Supporting the team to send tailored emails to a variety of businesses and providing telephone follow up to emails
- Helping to update our database with relevant communications
- Supporting the stewardship of Brooke's fundraisers – through email, telephone, and post.
- Helping with the administration of Brooke event communication journeys
- Assisting with responses to event-specific emails within the team's shared inbox to the team



- Supporting with interaction with fundraising portals such as JustGiving and Virgin Money Giving.
- Assisting with the creation of user guides for certain Brooke procedures

We are looking for someone to volunteer with us for 1 day a week although we would be happy to offer up to 2 days depending on your availability.

What you will gain from Brooke

If you would like to be part of a growing team and gain office experience in the charity sector, or perhaps you've already got lots of work experience and just looking for a day or two a week to volunteer, this is a great opportunity.

There is an opportunity to gain skills relating to charitable business development, stewardship & customer service, IT systems, and copywriting amongst others.

Expenses

The Brooke will reimburse transport costs using a London Zones 1-6 Travelcard for a volunteer working at least four hours on any one day and lunch for those volunteering for a full day (more than five hours) up to the value of £7. Any anticipated further expenses will need to be discussed and agreed between the volunteer and their supervisor in consideration of the available budget.

How to apply

If you would like to apply to volunteer with us, please email recruit@thebrooke.org with your CV and a covering email outlining why you would like to volunteer and identify what skills can bring to this role.

Closing date

Ongoing

Interviews

We will be conducting interviews from the middle of March with the view to a volunteer ideally starting with us by the end of March, although anyone with availability after this time frame is very welcome to apply.