



Cymorth i Ferched Cymru
Welsh Women's Aid

Rhoi Merched a Phlant yn Gyntaf
Putting Women & Children First

Welsh Women's Aid Role Description Fundraising and Events Volunteer

About Welsh Women's Aid

Welsh Women's Aid is the national charity in Wales working to end domestic abuse and all forms of violence against women. We are a federation of specialist organisations in Wales that provide lifesaving services to survivors of violence and abuse – women, men, children, families – and deliver a range of innovative preventative services in local communities.

The role

We're looking for volunteers to support our fundraising team in 2020. While duties may be wide-ranging, the primary initial focus will be to assist in the roll out and recruitment of participants to the *Welsh Cakes for Welsh Women's Aid* campaign, as well as activities associated with the Cardiff Lord Mayor's Charity Appeal, and other fundraising activities.

What we offer

We can offer you opportunities to:

- access sector-specific domestic abuse training
- develop your fundraising and campaign skills
- develop skills and knowledge of creating social media campaigns
- gain experience in all aspects of event co-ordination
- gain skills in the use of CRM software.

Time commitment

- We're looking for volunteers who are able to commit a minimum of **half a day per week** between February and the end of May 2020. However, we are also happy to consider a variety of options depending on volunteer availability including remote working and longer-term structured volunteer placements.

Expenses

- All reasonable travel expenses will be paid.



Skills and Experience

While someone with some fundraising experience would be welcomed this is not essential, and we would be happy for you to utilise any transferable skills and experience you have.

- Must have good verbal and written communications
- Design skills e.g. use of Canva are desirable
- Must have a passion for feminism and working to end violence against women
- Must be happy to share their ideas
- Must be articulate and confident about getting on the phone/online to make fundraising 'asks'
- Must have good IT skills
- Must be flexible and adaptable
- Must be committed to Welsh Women's Aid values

Tasks

Donor administration	<ul style="list-style-type: none">- Updating our CRM database with supporter details, donations, event information and communications- Assisting with the thanking and stewardship process- Sending out fundraising packs and other resources
Events and campaigns	<ul style="list-style-type: none">- Assisting in event organisation (e.g. coffee mornings, gala dinner)- Assisting to recruit and support fundraisers to participate in challenge and other campaigns and events (e.g. Cardiff half marathon)- Contributing to the development and roll out of fundraising campaigns, tools and other resources, specifically the <i>Welsh Cakes for Welsh Women's Aid</i> campaign- Desk-based research to secure gifts in-kind in support of campaigns and events- Promotion and ticket sales
Corporate-focused work	<ul style="list-style-type: none">- Desk-based research to generate leads for sponsorship, Charity of the Year, and payroll giving opportunities- Desk-based research to support fundraising events e.g. to gather items for auction
Communications and design	<ul style="list-style-type: none">- Contributing to regular supporter communications- Assisting to promote activities and campaigns, and to develop supporter relationships- Use of design skills to develop interesting and effective promotional materials for digital marketing and print