

Dear Applicant,

Thank you for your interest in the Fundraising & Communications Volunteer position at the Prisoners Advice Service. I have pleasure in enclosing an application pack which contains the following:

- Role Description and Person Specification
- Guidelines for volunteers
- Application form

To apply for this position, please send the completed application form to ben.blackwell@prisonersadvice.org.uk.

Please note that in order to contain administration costs, only those applicants shortlisted for interview will be contacted.

We look forward to receiving your completed application.

Yours faithfully

Ben Blackwell

Fundraising & Communications Volunteer Role Description and Person Specification

Post:	Fundraising & Communications Volunteer
Responsible to:	Fundraising & Communications Manager
Estimated duration of job:	At least 3 months (preferably longer)
Estimated time to be volunteered:	1 or 2 days per week
Hours:	Negotiable (preferably 10.30am to 5.30pm)

This role will be ideal for someone wishing to gain experience in the charity sector, specifically in fundraising and communications.

Duties:

The Fundraising and Communications Volunteer will support the Fundraising and Communications Manager to promote the work of the Prisoners Advice Service to potential and existing supporters.

The role will involve assisting the Fundraising and Communications Manager, for example in:

- E-marketing and drafting content for PAS's social media channels
- Updating our website content
- Drafting proposals, letters and reports to charitable trusts and foundations
- Researching charitable trusts and foundations or other potential major donors to PAS
- Organising and promoting fundraising events or campaigns
- Other tasks supporting PAS's fundraising and communications activities, e.g. updating schedules, administration.

Skills and Qualifications

It is expected that the Volunteer will have the following:

- Excellent written skills
- Good organisational skills
- Effective administrative skills
- Computer literacy (word, excel, internet)
- Fluent in English
- (preferably) Experience using social media
- Numeracy skills
- Interest in the charity sector

Benefits

- Gaining experience of working in a charity
- Gaining experience of key Fundraising and Communications skills
- Receiving training from Manager on research techniques and application writing skills
- Gaining experience of working in the legal / criminal justice sector
- Opportunity to obtain a reference at end of volunteer period
- Expenses paid (£10 per day for lunch and travel)
- Satisfaction of helping PAS deliver a high quality legal advice service to prisoners

PAS Guidelines for Volunteers

All volunteers will have an interview with two members of staff at PAS before being taken on. At this stage, both PAS and the volunteer have the opportunity to make their expectations clear and to discuss whether or not they are suited to each other.

1. Expenses - Volunteers can claim back expenses of £10 per day for travel and lunch.
2. Hours - volunteer hours are usually 6 hours a day (unless otherwise agreed). Volunteers are expected to work a minimum of 1 day a week and ideally the day(s) a person is available to work should be agreed from the outset. Volunteers should be able to commit themselves to working at PAS for at least 3 months.
3. All volunteers will be assigned a line manager who will be responsible for regular supervision. This should include a plan of the volunteer's work (i.e. 3 months) to make clear to the volunteer what is expected of them.
4. All volunteers and staff should behave with civility towards each other.
5. All volunteers and staff are expected to represent PAS positively at all times.
6. No information about the work of PAS should be passed to any outside body/person without prior consent from a PAS member of staff.
7. No property of any type is to be taken away from PAS's premises without prior permission.
8. PAS reserves the right to terminate a volunteer's involvement if it loses faith in the integrity of the volunteer.
9. Volunteers are welcome to ask their line manager to give a reference for their work once they have been with PAS for at least three months.

Many thanks for your interest in volunteering for PAS.