

Fundraising & Communications Volunteer Role Description
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Post:	Fundraising & Communications Volunteer
Responsible to:	Head of Fundraising & Communications; Fundraising and Comms Officer
Starting:	To be arranged
Estimated duration of job:	At least three months (preferably longer)
Estimated time to be volunteered:	One, two or three days per week
Hours:	10am to 5pm; one hour for lunch

This role will be ideal for someone wishing to gain experience of the charity and prison sectors in England and Wales, particularly in relation to fundraising and communications.

Duties:

The Fundraising and Communications Volunteer will support the Head of Fundraising & Communications and the Fundraising and Comms Officer in promoting the work of Prisoners Advice Service (PAS) to potential and existing donors, supporters and followers.

The role will involve:

- Researching charitable trusts and foundations or other potential donors
- Drafting proposals, letters and reports to charitable trusts and foundations or other potential donors
- Organising and promoting fundraising events or campaigns
- Drafting and posting / scheduling content for / to PAS' social media channels on a daily basis
- Other tasks in support of PAS' fundraising and communications activities
- Learning something of prison law and the prison system in England and Wales

Skills and Qualifications

It is expected that the Volunteer will have the following:

- Fluency in English language
- Excellent written skills
- Effective administrative skills
- Computer literacy, particularly in excel
- Up-to-date knowledge of social media, particularly the use of Twitter and Facebook
- Numeracy skills
- Interest in the charity / prison sector
- A knowledge of the collection, processing and presentation of statistics / data desirable

Benefits

- Gaining experience of working in a charity in England and Wales
- Gaining experience of working in the legal / criminal justice sector in England and Wales
- Gaining experience of key fundraising and communications skills, particularly trust fundraising
- Receiving training on research techniques and application writing skills
- Learning how to use social media in a professional context
- The opportunity to advance social media analytical work, for example Twitter statistics
- The opportunity to forward own ideas regarding communications and to develop new communications channels
- Opportunity to obtain a reference at end of volunteer period
- Nominal expenses paid of £10 per day

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.
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 that 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.