

## Role description

### Marketing, Events and Fundraising Volunteer

<b>Job title</b>	Marketing, Events and Fundraising Volunteer
<b>Responsible to:</b>	The Director and Office Administrator
<b>Location:</b>	ERC offices in Kentish Town and local area
<b>Job purpose:</b>	To help us create effective publicity to market our services, research fundraising opportunities and help to organise and execute local fundraising events
<b>Hours:</b>	1 – 2 days a week depending on availability

### About the Charity

Elfrida Rathbone Camden works to achieve independence, empowerment and personal development for disabled people and families in the Camden area.

### Our goals

- Improving the lives of parents and families by providing the support they need
- Promoting self-esteem, confidence and independence for disabled people
- Providing opportunities for children and young people to achieve their potential

### Main Duties:

1. Create effective publicity to market our services. We currently use social media platforms, have our own Wordpress website and use InDesign and Canva (a free online resource) to create leaflets and publicity to market our services and events. However we have limited capacity and expertise in this area and would appreciate input and somebody who can boost our knowledge, skills and image!
2. Research opportunities to increase awareness and fundraising of Elfrida Rathbone Camden's work.
3. Help to organise and execute charity fundraising events – e.g. recently we had a team take part in The London–Brighton Bike Ride and held a fundraiser Comedy & Curry night at a local curry house. You will be supported in this by our Director and Office Administrator.
4. Create social media campaigns in the lead up to fundraising and other charity events.

### Other:

1. To follow all other Elfrida Rathbone Camden policies and procedures including those relating to respect to Confidentiality, Equality and Diversity, and Health & Safety.

2. To identify and report any safeguarding concerns, and in all work to follow ERC's Child Protection and Vulnerable Adult policies.
3. To carry out other duties as appropriate and required.

**What you will get:**

1. Reimbursement for (reasonable) travel costs and up to £5 for lunch for each day volunteered.
2. Knowledge and understanding of how a small local charity operates.
3. Opportunities to build networks and contacts with other local organisations within the voluntary sector.
4. The opportunity to work with a friendly staff team where you can really benefit by seeing first-hand the impact of your contribution.
5. You will develop valuable community fundraising and marketing skills for your CV.