



ROLE DESCRIPTION

Fundraising Assistant Volunteer Role

Role Details

- Location:** Rehoming Centre, Sedgley
- Responsible to:** Centre Coordinator
- Hours:** Flexible, ideally a minimum of 4 hours a week

Role Purpose

We're looking for an enthusiastic and outgoing individual to help research, create and carry out fundraising opportunities for the trust. You will need to develop positive relationships within the local community and be happy chatting to people.

We would like someone with a driving licence and access to a vehicle with business insurance - this is because the role includes distributing and collecting donation tins within the local area.

Key Tasks

- Help research potential new locations for charity tins.
- Support with contacting new locations and encouraging them to agree to take a collection tin.
- Assist with keeping an organised spreadsheet of charity tins and completing cash records.
- Distribute and collect charity tins from registered locations, handling the cash donations and recording mileage.
- Support with exploring and researching new fundraising strategies.
- Help create connections between local organisations and our charity.

What support will be given?

- Training and support to get you up to speed with our current systems.
- Induction to learn about the work we do at our rehoming centre to give you a thorough understanding of our aims and ethos.
- Regular review meetings with the centre coordinator in order to agree tasks, receive feedback and raise queries.
- Opportunities to become involved in Proteus Reptile Trust awareness activities and open days.
- Fuel expenses will be reimbursed in this role.

What are the benefits of volunteering with us?

- Develop your confidence and communication skills.
- Fundraising experience.
- References to add to your C.V.
- Experience of working in the charity sector
- Experience of working in an animal rescue organisation.
- Use your skills and experience to contribute to the success of Proteus Reptile Trust.

...and you will become part of our small, friendly team; making a difference, raising awareness, and finding loving homes for our rescued reptiles.

Applying to be a Fundraising Volunteer

If you're interested in applying for this role, send us an email with your details, telling us a bit about your fundraising experience and how you'd like to help.

Send your email to: proteusreptiletrust@gmail.com