

TILEHOUSE COUNSELLING

Reg Charity No 1089632

Voluntary Community Fundraiser

WHEN

This role operates Monday through to Thursday from 5-8pm. All our current volunteers do the full 3 hours at a time, but most only do one evening a week, or even fortnight.

RESPONSIBILITIES

Induction: The volunteer will be asked to 'shadow' an existing volunteer prior to commencement of the role.

Fundraising, Promotion and PR: To assist in raising funds for the Centre by facilitating external fundraising events, providing support for fundraising activities organised by the Charity, encouraging local group and individual to support the Charity's work, attending cheque presentations, and promoting the Charity in the local community.

Confidentiality: It is paramount that all staff, counsellors and volunteers adhere absolutely to the Centre's policy on confidentiality and respect the confidentiality of our clients at all times.

Policies and Guidelines: To be aware of Centre policies (specifically, the confidentiality policy - as above - and the Safeguarding policy available on our website) and guidelines and adhere to these at all times.

Expenses: The Centre will pay public transport costs or mileage at 45p per mile for travel to and from the centre, up to £10.00. This can be claimed monthly in arrears. You can choose to be reimbursed by cash, cheque or BACs payment. Payments will be made promptly on receipt of the required claim form.

Training: When funding permits, the centre holds training events, to which volunteers are invited, free of charge.

Skills required: This role would suit a calm, mindful person who is very discreet and who respects the confidentiality and sensitive nature of our work. This position would be ideal for someone who has quiet work of their own to do while being in the office, for example: reading, work on the computer, paperwork or knitting!