

Volunteer Role Description

- Title:** Fundraising and Marketing Office Volunteer
- Responsible to:** Fundraising and Marketing Team
- Expected Commitment:** Flexible, at least half a day a week
- Location:** Vista House

About Us:

Vista changes lives. We are the leading charity working with children and adults with sight loss in Leicester, Leicestershire and Rutland.

We are passionate about providing the very best services; in hospitals, at home, in residential care and in the community. Whether someone is newly diagnosed or has lived their whole life with reduced sight, Vista's specialist staff provide a vital lifeline to over 6,000 local people each year.

Primary Objectives:

Vista is looking for an enthusiastic and hardworking volunteer to help out in our fundraising and marketing office.

Tasks will include calling potential and existing supporters, researching local businesses and trusts, coordinating mailings, helping with marketing campaigns, writing and sending out press releases and much more.

We are looking for someone who can give at least half a day a week, although we can be very flexible on the exact hours. The individual needs to be confident speaking on the telephone and calling people they don't know, have good written skills, be

confident using a computer and be willing to undertake a variety of tasks to support the team.

The role could suit someone looking to pursue a career in marketing or fundraising. The team can ensure that the individual gets an opportunity to learn about the sector in more detail.

We are a young, dynamic team of 6 who would love to welcome someone in to give us some extra support. This is an exciting time for us, with ambitious growth in our income targets for the year ahead and a strategy to raise the charity's profile in the local community.

Responsibilities:

To support our fundraising and marketing activity. The role will vary from basic admin support through to research into local funders, contacting potential donors and supporting our fundraising campaigns. Where possible, we will flex the role to meet your own areas of interest and give you an insight into the work we do.

Qualities and skills we are looking for:

- To be friendly, professional and confident with a genuine interest in raising funds to support the work of Vista
- Excellent communication skills – written and verbal
- To be trustworthy, honest, accurate and reliable when dealing with money
- Willing to help out where needed and get stuck in!

Support provided for you:

- Visual Impairment Awareness training will be provided and take place at Vista
- Regular newsletters, updates and news from the Volunteer Manager at Vista
- Other training as identified

- Reimbursement of out of pocket expenses such as mileage or public transport costs.

We hope that by becoming a volunteer you:

- Increase your own self confidence
- Meet new and interesting people
- Learn new skills that could be helpful for future employment opportunities or further learning
- Have fun!

Health & Safety:

All volunteers will be expected to:

- Ensure that they comply with Vista's Health & Safety policy at all times
- Take reasonable care for the Health & Safety of themselves and others whom may be affected by their acts or omissions whilst volunteering.

Equality, Diversity and Rights:

Vista is committed to improving the quality of its services to all people, irrespective of race/ethnicity, disability, gender, religion or belief, age or sexual orientation. Our objective is to deliver high quality services that are accessible, responsive, and appropriate to meet the diverse needs of different groups and individuals. As such, we will continue to ensure that staff and volunteers employed by Vista treat every person with dignity, respect and fairness.

This volunteering opportunity is subject to a DBS check and sets out the duties of the role at the time when it was drawn up. Such duties may vary from time to time without changing the general climate or level of responsibility entailed.

Next steps:

If you are interested in applying, the next step is to complete our volunteer application form. Please download our application form and return to **Vista House, 1A Salisbury Road, Leicester, LE1 7QR**, or email **volunteering@vistablind.org.uk**. Alternatively, to request a form please email **volunteering@vistablind.org.uk** or call **0116 249 8843** to have one posted.