

## **Volunteer Role Description**

- Title:** Friends of Vista Co-ordinator
- Responsible to:** Community and Corporate Volunteer
- Expected Commitment:** Commitment to fundraise for Vista for the next 12 months
- Location:** In your local community

### **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:**

In 2015, we have ambitious fundraising targets to reach in the fundraising team at Vista. One way we want to increase our income and local profile is by setting up "Friends of Vista" fundraising groups in local communities across Leicester, Leicestershire and Rutland.

We need dedicated, enthusiastic and hard-working volunteers to lead these groups and raise vital funds for Vista in their communities. From coffee mornings and car boot sales, to quiz nights and murder mysteries, being part of a group makes fundraising really fun! If you want to make a difference, and you think you have what it takes to get together with friends, family

or colleagues and form a fundraising group in your community, then we would love to hear from you. Our fundraising team will be there to support you, offering advice and guidance every step of the way.

### **Responsibilities:**

To support Vista's fundraising activity by holding events in your local community.

### **Qualities and skills we are looking for:**

- To be enthusiastic and committed to raising money for Vista
- Good organisational skills to plan and run your own events
- Ability to perform administration duties (such as sending letters)
- Great communication skills and an ability to enthuse and motivate others to support you
- To be trustworthy, honest, accurate and reliable when dealing with money
- Flexible – the role may often include evening and weekend volunteering.

### **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.