**Volunteer Role Description**

**Title: Community Fundraising & Events Volunteer**

**Responsible to: Community and Corporate Fundraiser**

**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 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:**

To assist Vista with events and fairs we attend, by talking to members of the public and encouraging donations and spreading awareness of Vista’s services and support. We are also looking for volunteers to run their own community fundraising, such as running a bake sale, coffee morning, murder mysteries, quiz nights to car boot sales to raise vital funds for Vista in your community. Our fundraising team will be there to support you, offering advice and guidance every step of the way.

**Responsibilities:**

To assist Vista with public events, such as holding a stall to raise awareness and fundraise at fairs, fetes, galas and markets. To speak with members of the public to signpost to Vista's vital services and support, as well as engaging the public with fundraising activities. We are also looking for volunteers 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 or assist with Vista’s events
* Ability to perform administration duties
* 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 toensure 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**

**3rd Floor Provincial House 37 New Walk Leicester LE1 6TE**

Or email to info@vistablind.org.uk

Alternatively, call **0116 249 8843** to have one posted.