



"Big or small, there is always a difference only you can do"

Community Fundraising Group Lead - Volunteer Description

Title	Community Fundraising Group Lead Volunteer
Location	Across the UK
Time Commitment	Very flexible. Ideally your group would hold at least 3 events per year for the Teapot Trust.
Contact Person	Community Fundraiser
Role Description	This leadership role involves coordinating events and opportunities to raise funds and awareness for the Teapot Trust. Events can include tea parties, craft fairs, bake sales, art exhibits, pub quizzes, sports tournaments, walk-a-thons, jumble sales, or any other event you and your group are interested in holding.
Tasks	<ul style="list-style-type: none">  Coordinating membership for your fundraising group and serving as the contact person for upcoming events  Running risk analyses and safety procedure reviews for fundraising events  Coordinating team fundraising meetings and supervising your team  Arranging the dissemination of promotional materials  Coordinating the distribution of collection cans or buckets in your community or at your events  Being responsible for counting and banking the money raised in your efforts  Responsible for recruiting new members to join your fundraising team  Liaise with other community groups and organisations and keep an eye out for community partnerships for future fundraising events  Have fun while supporting a great cause
Person Specifications	<ul style="list-style-type: none">  Leadership skills and comfortable managing people  Interested in taking on a larger voluntary role  Friendly and approachable  Strong organisational skills  Excellent communication skills  Interested in meeting new people  Happy to be a part of a likeminded team  Interested in becoming a vital member of the Teapot Team in your area
Training and Support	We will provide the materials you will need including collection cans and buckets, promotional materials, and background information to acquaint you and your team with the Teapot

	<p>Trust's mission. We can also provide a fundraising pack which provides more detailed information on the logistics of running fundraising events. Inspiration for the events, safety information, and further details are provided in the pack. We are available and happy to provide any additional support or information when needed.</p>
Additional Information	<p>All funds should be deposited within 2 weeks of collection. No expenses should be deducted from the donations without preapproval and a receipt for the Teapot Trust. A volunteer registration form and fundraising agreement must be completed before you fundraise on our behalf. Reasonable travel expenses will be reimbursed. As this is a more involved role, we can discuss additional expenses on a case by case basis.</p>