

**Trusts and Funds Volunteer**

**– Role Description**

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| **Role Title:** | Trusts and Funds Volunteer |
| **Responsible to:** | Fundraiser |
| **Time commitment:** | 4 hours a week |
| **Location:** | Working from home with occasional meetings at our offices in Hartcliffe, Bristol. |
| **Why we need your help:**  Bristol After Stroke is a vibrant independent charity helping people in Bristol, South Gloucestershire, and surrounding areas to rebuild their lives after stroke. We provide information, practical support, friendship and counselling in the months and years following a stroke.  Bristol After Stroke is looking for a volunteer to work from home with occasional meetings on a Tuesday or Wednesday at our offices in Hartcliffe. The Trusts and Funds Volunteer will be an important part of the team. We are looking for someone to help us grow our fundraising through Trusts and Grants enabling us to grow the charity and fund particular projects.  This is a great opportunity to develop existing skills and improve your knowledge!  We welcome applications from the stroke community. | |
| **Role Summary / Responsibilities:** | * Researching relevant trusts/foundations and funding opportunities. * Supporting the Fundraising officer with writing funding applications. * Letter writing and emails to previous funders requesting continuing support for Bristol After Stroke. * Organising Fundraising databases. * Contact Funders about new Bristol After Stroke projects. * Attend Meetings with the Fundraiser as agreed. |
| **Skills and Experience:** | * Able to communicate effectively, be articulate, with strong writing skills and the ability to feedback accurately. * IT proficient with Office 365, Excel and databases. * Reliable and committed to the role. * Good written and verbal communication and ability to adapt approach depending on the audience. * Confident on using own initiative and working on tasks independently. * Access and knowledge of Zoom (Video Conferencing Platform) |

**What we can offer you:**

* An induction, training and support and supervision in the role.
* An opportunity to learn new skills.
* You will be supported in your role by the Fundraiseras well as other appropriate members of staff as needed.
* Bristol After Stroke Newsletters; keeping you up to date on charity news and other volunteer opportunities.
* You will have the opportunity to meet with other Bristol After Stroke volunteers (virtually at present).
* You can attend our Organisational and Volunteer related events.

**What we ask of you:**

* To obtain 2 references from people who are not related to you.
* To keep to all the charity’s policies, values and guidelines.
* To complete an induction and any necessary training for the role.
* To have your own computer and internet connection.

Bristol After Stoke

May 2021