

## Fundraising Group Co-ordinator Locations across the UK

- Role title:** Fundraising Group Co-ordinator
- Location:** Across UK
- Department:** Regional Development
- Frequency:** at least one day a week (can be split over days)
- Min period:** no min period
- Max period:** N/A

We understand that a diagnosis of muscular dystrophy changes everything. Every day Muscular Dystrophy UK is urgently searching for treatments and cures to improve lives today and transform those for future generations.

### How you will make a difference

We are looking to build Fundraising Groups across the UK, these groups who will consist of between 3-8 people will help us extend our reach by fundraising, attending talks and presentations, creating local networks and building awareness of the charity and how we can help people living with a muscle wasting condition all within their community

The role of the FG Co-ordinator is to work with the Regional Development team to help us get this project off the ground, you will often have catch ups with the team on a one to one basis and support with admin tasks to help us gather and collate information needed to ask people to join a group.

Along with the other staff and volunteers you'll be a core part of the local MDUK community, meeting new people and making a difference to those living with a muscle wasting condition.

### Summary of role

#### As the Fundraising Group Co-ordinator you would have the opportunity to:

- Meet new people, make new friends and work as part of our skilled and friendly fundraising team
- Do something meaningful for people affected by a muscle wasting condition
- Learn and develop valuable leadership, teamwork, fundraising, organizational skills and communication and people skills
- Make a valuable contribution to the success of the project
- Enjoy a flexible volunteering opportunity that you can fit around your lifestyle
- To take part in relevant training by MDUK

### **What you'll be doing:**

- Researching communities identified by the Regional Development manager that look good to start a group, helping us to get a better understanding of the area by
  - Looking at fundraising that already happened in the community
  - What community groups are active such as Rotary, WI, church, young farmers etc.
  - What local opportunities are there such as car shows, fetes, festivals etc.
- Collating your research and compiling this for each group that we set up
- Work with your Regional Development managers and the Senior Regional Development manager to discuss findings and next steps.
- Make calls/emails to prospective group members to invite them to the initial meeting to find out more about the group opportunities
- keeping up to date about the news and developments of MDUK
- be an enthusiastic MDUK ambassador for the project

### **What you'll bring:**

- Have organisational, communication and IT skills so you can work effectively with a wide range of people
- A welcoming, friendly manner
- Ability to make balanced decisions taking into account multiple views in order to meet the needs of local people with a muscle wasting condition
- A positive attitude to make things happen in your local community
- Be able to volunteer flexible hours
- Be able to volunteer independently and as part of a team

## **Commitment to volunteers**

### **What we expect from you:**

- Enthusiasm and commitment to supporting the work of MDUK
- To maintain and uphold the reputation and good name of the charity
- To listen to, and work co-operatively with paid members of staff and other volunteers – treating all with courtesy and respect
- To take reasonable care of your own health and safety and that of others who may be affected by their acts or omissions
- To support the charity's equal opportunities and diversity policy – helping to promote this to all our supporters
- To provide us with feedback on how we can improve your volunteering experience with the charity
- To inform us if your commitment to us, for any reason, can no longer continue

### **What you can expect from us:**

Volunteers starting a new role will complete an induction to help you settle into the role providing you with the knowledge needed to help you succeed, this includes

- Vital information that you need to know about the charity, the support available to you and other useful resources.
- It's really important that people affected by a muscle wasting condition can trust us with their personal information so as a volunteer you might be handling personal or sensitive data and will complete our GDPR training so you can confidently carry out your role.
- Your local Regional Development Manager will also provide guidance and inform you of any relevant training throughout your role
- Regular email updates on the charity's work
- Contact with other volunteers working with MDUK
- You can claim back pre-agreed reasonable expenses as per the MDUK expenses policy
- Insurance cover, while volunteering, under MDUK's public liability insurance, as per the insurance policy
- A formal, written procedure for resolving difficulties; if you have a complaint it will be dealt with promptly and fairly.

You may also be asked to undertake relevant learning and development opportunities and be invited to attend events and meetings

## Other information

### References

We ask volunteers to provide details of a referee for some of our volunteer roles. This is to help us confirm the identity of our volunteers and to build up a better understanding of them

### Volunteer expenses

We believe that no volunteer should find themselves out of pocket because of expenses incurred when carrying out their volunteering activities on our behalf. As a volunteer you can claim out-of-pocket expenses in line with MDUK's Volunteer Expenses Policy

### Criminal record checks

Some of our volunteer roles are classed as regulated activities supporting vulnerable people, and volunteers applying for these roles will be asked to undertake a criminal records check. This is at no cost to the volunteer.

### If you have any questions

If you would like some more information or have any questions about this role, please contact the Volunteering team at [regionaldevelopment@muscular dystrophyuk.org](mailto:regionaldevelopment@muscular dystrophyuk.org) or telephone 0300 012 0172.