

## Role Description

### Fundraising Group Member

#### How you will make a difference

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

**Role title:** Fundraising Group member

**Location:** Meetings are generally held at a convenient location within the group's area of operation

**Department:** Regional Development

**Frequency:** Approx. 8hrs a week - Events and meetings could take place at any time during the day or week. They are generally organised to suit group members' availability.

**Min. Period:** 6 months

**Max period:** 2 years (can be extended)

#### Summary of role

Our fundraising groups and committees are the local face of MDUK, raising vital funds and constantly raising the profile of the charity so that we can reach more people and their families affected by a muscle wasting condition.

In order to be able to provide everyone the help and support they need; we are asking for your skills and enthusiasm to help us grow our fundraising groups! We need people to join our various groups across the UK and make Muscular Dystrophy UK the best-known local charity!

The group will not have a financial target but will take part in our key fundraising campaigns such as Bake a difference and use local events to raise funds and if the group decides to create and run your own events.

#### What you'll get out of the role:

- Meeting and working with new and inspiring people
- Developing your communications, fundraising, PR and organisational skills
- Adding to your CV
- Developing your leadership skills
- Making a difference to your local community by raising funds and the profile of MDUK in your community
- Having fun, sharing your enthusiasm and doing something new
- Guidance on fundraising, finance and health and safety



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

Each group is different, and members will take on responsibilities depending on interests and skills, there is something for everyone

- Attending, organising, and promoting fundraising events and collections with other group/committee members
- Collecting funds on behalf of the charity and servicing collection tins
- Attending group meetings
- Acting as an ambassador for MDUK through building community networks and in talking enthusiastically about the work of the charity
- Giving presentations to community organisations / schools
- Distributing promotional leaflets for MDUK (general / national event / local event / legacy)
- Collecting and delivering MDUK merchandise to local supporters
- Liaising with your local RDM contact to keep up to date with MDUK local and national events, activities, and future direction as well as sharing successes and best practice
- Complying with legal requirements e.g., health & safety legislation for fundraising events and MDUK's internal policies
- Where you have an interest in finance or accounts: using these skills in keeping records of the group's financial activities and overseeing the submission of monies and of year end accounts in line with MDUK guidelines and in keeping with the Charities Act

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

- Good communicator
- Strong organisational skills
- Honest and reliable
- Team player
- An interest in muscle-wasting conditions and the services that MDUK provides and an to represent MDUK to members of the public
- Where managing finances – numeric skills, book keeping skills and attention to detail
- Passion and enthusiasm

### **How we will support you:**

- Support from your local Regional Development Manager with guidance on fundraising, event organising, planning and finance
- Fundraising merchandise/materials supplied as appropriate
- Opportunities to meet and network with staff and fellow volunteers during the year
- Updates on the success of the team as well as MDUK's campaigns, events, achievements and future direction
- We can provide you with training to give you confidence in presenting on behalf of MDUK, guidance on media work and press releases, photography of events and in written communications and thanking supporters
- connecting you with volunteers who are already part of a fundraising group and have already organised fundraising events for MDUK

## Our 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:

- Your main contact will share the *Volunteers' handbook* with you, which will act as a summary of the information within the Volunteer Policy (you can ask for the full policy document if you'd like, too)
- Regular email updates on the charity's work
- Contact with other volunteers working with MDUK
- Your main contact will work with you to provide any support and training you need to fulfil your role
- You can claim back pre-agreed reasonable expenses as per the MDUK expenses policy (which is outlined in your *Volunteers' handbook*)
- Insurance cover, while volunteering, under MDUK's public liability insurance, as per the insurance policy (which is outlined in your *Volunteers' handbook*)
- A formal, written procedure for resolving difficulties; if you have a complaint it will be dealt with promptly and fairly.