

Fundraising Volunteer

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 for dedicated volunteers to support the regional development team and deliver high-quality care to supporters in order to continue our vital work. Getting out and about in the community is a vital part to raising both funds and awareness and we simply can't have the reach we need without volunteers!

Location: Home based across UK

Department: Regional Development

Frequency: Average 2 days per month

Summary of role

As an MDUK Volunteer, you can get involved in helping the charity in many ways. There are opportunities for you to work in Fundraising, Events, Social Media, Public Speaking or even become an Ambassador. Once you have registered to volunteer, we can direct you into a more suitable, specific pathway.

With more people affected by muscular dystrophy and more people supporting the charity, we need your help to support our Regional Development Team, to get into the local community and to make a difference.

The outcomes of this role mean that as a charity we have supporters that are better engaged, we can reach or exceed fundraising targets and encourage more people to get involved in our mission.

What you'll get out of the role:

- Meet new people in your community, make new friends and work as part of our skilled and friendly fundraising team.

- Learn and develop useful leadership, teamwork, fundraising, management, organisation and communication skills.
- Make a valuable contribution to the success of the charity.
- Enjoy a flexible volunteering opportunity that you can fit around your lifestyle.
- Undertake relevant training by MDUK.

What you'll be doing:

- Ensure that supporters have the resources they need to be successful in their fundraising. Understanding that as a smaller charity the resources we have available to our supporters and the best way to utilise them.
- Signpost to the RDM if you spot potential from a supporter.
- Be an enthusiastic MDUK ambassador, building its profile locally.
- Work with your Regional Development Manager to enable the role operates within MDUK's guidelines to ensure regulatory compliance.

Specific tasks may include:

- Researching potential targets for fundraising campaigns (e.g. lists of schools, voluntary groups, sports clubs, leisure centres etc).
- Building databases of contacts and keeping them up-to-date.
- Promoting fundraising by writing letters/invitations to inform contacts of events or charity.
- Undertaking posting out mailings of letters to contacts – this includes, printing, stamping and posting.
- Providing your Regional Development Manager with research reports within agreed timeframes.

What you'll bring to the role:

- Organisational, communication and time management skills so you can work effectively with a wide range of people.
- Good working knowledge of Microsoft Office applications (e.g. Word, Excel, Outlook) and the ability to maintain good records.
- A welcoming, friendly manner.
- The ability to make balanced decisions to help meet the needs of local people affected by a muscle wasting condition.

- A positive attitude to make things happen.
- Strong research skills, particularly in using the internet to conduct research.
- The ability to work well with staff and other volunteers as part of a team but also able to work on your own initiative.
- Ability to respond proactively to new opportunities.
- Can volunteer flexible hours.

Commitment to volunteers

What we expect from you:

- Enthusiasm and commitment to supporting the work of MDUK.
- To maintain and uphold the reputation of the charity.
- To listen to, and work co-operatively with 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.
- To inform us if your commitment to us, for any reason, can no longer continue.

What you can expect from us:

- A volunteer induction to provide you with the knowledge needed to help you succeed.
- As a volunteer you may be handling personal or sensitive data and if so, will complete our GDPR training so you can confidently carry out your role.
- Your local Regional Development Manager will inform you of any relevant training, development opportunities, events or meetings you may need to attend.
- Regular email updates on the charity's work.
- Contact with other volunteers working with MDUK.

- Your main contact will share the *Volunteers' handbook* with you, which will act as a summary of the information within the Volunteer Policy. Your main contact will also 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.
- Insurance cover, under MDUK's public liability insurance, as per the insurance policy is available to you while volunteering.
- A formal, written procedure for resolving difficulties; if you have a complaint it will be dealt with promptly and fairly.

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 or telephone 0300 012 0172.