**Task Description & Person Specification**

**ihAg Volunteer - Fundraising**

ihAg values the expertise, knowledge and skills volunteers bring to the organisation, and are committed to offering meaningful opportunities for personal and professional development.

The tasks below can be achieved with training, knowledge and confidence, all of which we intend to give you.

**Objective of the role**:

To support the Fundraising events and campaign of ihAg services, by providing support to the collation and distribution of Supporter packs, messaging and planning and supporting virtual and face-to-face events.

**Useful Previous Experience:**

Work within a Fundraising or Events environment.

**Main Responsibilities:**

* Undertake the tasks you are assigned in a timely a manner
* Maintain the highest level of confidentiality in relation to information which is seen/ heard as part of the tasks undertaken
* Work as part of the ihAg team and support other team members.
* Participate in training courses and supervision meetings where appropriate.
* Maintain the health and safety of yourself and others in accordance with current legislation.
* Contribute towards the promotion of equality and diversity.

**Responsible to:**

Chief Executive Officer or another Senior Staff member – to be confirmed at commencement of arrangement.

**Commitment to Hours:**

We ask that our volunteers commit to one full day, or two half days per week, for a minimum period of six months.

**Essential Skills/Knowledge/Abilities:**

* Ability to use Computers including the Microsoft Office Suite
* Ability to prioritise tasks & work on own initiative once trained.
* Keep accurate records.

**Essential Personal Attributes:**

* Highly organised with a good eye for detail.
* Methodical, thorough, and flexible.
* Self-motivated and enthusiastic.
* Willingness to learn.