



Volunteer Role Outline

Role title:
Volunteer Fundraising Officer
Based at location (please indicate if disabled access is available):
BBOWT Head Office, Littlemore, Oxford, OX4 4XT
Purpose of the role:
<p>BBOWT's existing small fundraising team requires additional help to research and approach various donors (including: Charitable Trusts, Companies, and Individuals), as well as support with the research and writing of grant applications, event organisation, and general administration.</p> <p>This post will work closely with members of the fundraising team to take forward various important initiatives for wildlife.</p>
Type of work you will be involved in:
<ul style="list-style-type: none">• Using internet searches to identify potential new funders• Helping to write grant applications, securing funding to support our work• Supporting the fundraising team with day to day working including administration• Help planning and managing of various events such as guided walks, and community events.
Experience &/or qualifications needed:
<ul style="list-style-type: none">• Experience and knowledge of good customer care• Good written and oral communication skills• Good research skills• Interest in wildlife and the wider countryside• Experience and familiarity with standard IT systems
Times/days we would like you to be available (flexibility is often possible):
Two days per week, flexible.

Benefits to volunteer & possible training opportunities:
<ul style="list-style-type: none"> • Induction as a BBOWT volunteer • Training - a wide range of opportunities to increase your skills and satisfy your interests • Satisfaction of seeing the results and benefits of your work and helping to raise vital funds • Regular social events • The volunteer newsletter, Grapevine • Invitation to county wide volunteer events • Invitation to the annual BBOWT conference • Eligibility to be put forward for our volunteer of the year awards • Access to BBOWT 'Developing Your Skills' training courses (including leadership and first aid)
You will be responsible to:
Individual Giving Officer.
Expenses payable:
Limited expenses payable dependant on activity.
References or CRB check required:
None.

If you are interested in this role or if you would like some more information, please contact Individual Giving Officer Bianca on:

01865 775476 (Ext 222) or biancarush@bbowt.org.uk