



## **OPEN ROAD**

### **VOLUNTEER DIGITAL FUNDRAISER**

Open Road Fundraise so we can continue to deliver services to support vulnerable people and their families within our communities

#### **ABOUT US**

Our mission is to empower a diverse range of individuals, families and communities to lead healthy and more meaningful lives, free from addiction, offending behaviours and disadvantage, to ensure healthier, happier lifestyles.

#### **ABOUT THE PROJECT**

Open Road is a registered charity that provides support for individuals affected by drugs and alcohol, criminal justice and welfare support across Essex and in Medway, Kent.

#### **ABOUT THE ROLE**

We are looking for friendly and enthusiastic Digital Fundraising Volunteers to become part of our fundraising team to help us develop and deliver Open Road's new and exciting digital fundraising initiatives. In particular, we welcome support from those who can maximise our digital channels, platforms, as well as come up with creative and new ideas to help Open Road increase income from online donations, regular giving, events and community fundraising.

#### **LOCATION**

Community based with support provided by the Fundraising Team based in Head Office.

#### **WHAT THE ROLE INVOLVES**

- To develop Open Road's digital fundraising income from the public, including from individuals, challenge events and community groups.
- Develop relationships with supporters to increase loyalty to Open Road.
- Support Open Road's Social Media team with the promotion of fundraising events.
- Play a key role in educating the local community on the different projects and services Open Road provide.
- Publicise and promote Open Road's fundraising events and activities within the local community
- Play a key role in educating the local community on the different projects and services Open Road provide.

## **WHAT WE ARE LOOKING FOR**

No formal experience is needed, as all necessary training will be given, but ideally, you will:

- Be enthusiastic about helping a local charity to support vulnerable people and their families
- Have a good understanding of social media platforms and good IT technical skills
- Be trustworthy and reliable
- Have excellent communication and team working skills
- Have a desire to find out more about the work Open Road do
- Have flexibility and the willingness to volunteer
- Keep up to date with the work of Open Road and to represent the charity in a professional manner

## **DURATION AND AVAILABILITY**

We would appreciate any time you are able to offer. We need you to be honest and tell us how much time you can commit to Open Road. The requirements of the role can offer flexible volunteer working, more details to be discussed upon application.

## **WHAT WE OFFER YOU**

When you volunteer with Open Road, you join a powerful volunteer community ranging from SOS bus volunteers, Recovery Champions, Women Mentors, Appropriate Adults, Administrators and Fundraisers.

Open Road is proud to hold the prestigious Investors in Volunteers (IiV) accreditation. This award recognises Open Road's dedication to ensuring that all our volunteers have an excellent experience – from when we recruit you, through supporting you to develop skill and experience, to recognising your achievements. You will:

- Be given an induction and any necessary training need for this role, including but not exclusively:
  - Health and Safety Essentials
  - Equality and Diversity
  - Information Governance
  - Safeguarding Adults
  - Safeguarding Children
  - Unconscious Bias
- Be supported by the fundraising team and received regular 1-1 support session
- Be able to develop new and existing skills in areas fundraising and event planning
- Be able to meet new people and organisations within your local community
- Have the opportunity to make a real difference to service users, and families members who use and are in need of Open Road services
- Be able to claim all reasonable and previously agreed expenses (such as for travel and items purchased)

## REQUIREMENTS

Must be over 18, provide 2 satisfactory references and complete an application for Enhanced DBS Disclosure (arranged by Open Road)

### PERSONAL SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
Be an effective communicator & demonstrate good interpersonal and listening skills	<b>x</b>	
Respect and understand the need for confidentiality	<b>x</b>	
Relate to the issues and challenges faced by Service Users	<b>X</b>	
Over 18 years of age	<b>X</b>	
2 satisfactory references (1 professional, 1 personal) and an Enhanced DBS Disclosure (arranged by Open Road)	<b>X</b>	

### VALUE OF VOLUNTEERING FOR OPEN ROAD

<b>Skills/experience developed</b>	<b>Brief explanation</b>
Confidence	Being able to express your own personal values and focus those beliefs volunteering in an Organisation that shares your viewpoint.
Self Development	Learning more about the issues facing Open Road Service User's and supporting others
Personal Growth	Gaining potential career related experience and skills, with something to add to your CV
Social	Create and strengthen social relationships