**TRELOAR TRUST**

**VOLUNTARY HELPER ROLE DESCRIPTION**

**Voluntary Helper Role:** Community Fundraising Voluntary Helper

**Location:** Treloar Campus (Holybourne)

**Contact Person:** Community Fundraiser/ Volunteer Co-ordinator

**Why we need you**

A key component to the Trust’s overall success is achieving the fundraising objectives. Each year we need to raise £1.5 million to pay for specialist staff, equipment and the opportunities that enable our students to take control of their lives and dare to dream. A voluntary helper will play a key role in researching potential funding opportunities and supporting the fundraising team with administrative tasks. The voluntary helper will be supported by a member of staff and will be a vital part of a fun and energetic fundraising team.

**What will I be doing?**

* Supporting planning of and executing fundraising activities
* Building relationships with the local business and community
* Helping with ad hoc administrative tasks

**How much time do I need to commit to?**

4-7 hours a week, times are flexible

**What skills do I require?**

1. Positive attitude
2. Strong interpersonal skills
3. Willingness to learn and have fun
4. Time management and some administrative skills
5. Knowledge and experience of Word/Excel/e-mail etc (specific training will be provided)

**What benefits can I expect?**

* Meeting new people
* Being involved in the community
* Being part of a fun and vibrant team
* Excellent training opportunities for those wishing to develop their CV
* Satisfaction and reward in knowing you are helping meet our fundraising goals and aiding our students to achieve their true potentials

**What training will be provided?**

It’s important that all Treloar Voluntary Helpers have the skills to perform well in their role, to comply with policies and procedures and to interact with the students. With this in mind Voluntary Helpers attend an induction and will be supported throughout their volunteering experience.

**Who are Treloar’s Voluntary Helpers?**

Treloar’s Voluntary Helpers are friendly and considerate community members who help Treloar’s achieve our mission. Voluntary Helpers donate their time and skills in a variety of roles and vary in age and experience; however, all Voluntary Helpers are committed to promoting and safeguarding the welfare of Treloar’s students.

**Why Volunteer with Treloar’s?**

Volunteering with Treloar’s is rewarding on a number of levels. Being a Voluntary Helper offers the opportunity to work (directly or indirectly) with young people who, because of disability or illness, require the very special support that we give them. Whether you are a student looking to gain experience working with young people to broaden your career path, a recent retiree who would like to share their skills, experience and time or a local resident who enjoys giving back to their community a Treloar’s Voluntary Helper role may be the perfect fit.

**What is Treloar’s?**

Treloar’s is a ground-breaking organisation providing first class education, therapy and care for young people with physical disabilities. Our students are aged between 7 and 24. Our fundamental purpose is simple: to enable young people with disabilities to fulfil their potential in every aspect of their lives. Treloar School and College are both near Alton, Hampshire.

**How do I apply?**

Visit [www.treloar.org.uk](http://www.treloar.org.uk) or contact Laura.Gilbert@Treloar.org.uk

Treloar Trust is committed

to safeguarding children, young people and vulnerable adults

All Voluntary Helpers will be subject to a Disclosure & Barring ServiceCheck along with other relevant safeguarding checks

ALL VOLUNTARY HELPER ROLE DESCRIPTIONS ARE SUBJECT TO THE TRUST’S EQUAL OPPORTUNITIES POLICY

Treloar Trust

 HR Office