

ABORTION SUPPORT NETWORK

Abortion Support Network – Volunteer role description

<i>Role / Title</i>	Community Fundraising Coordinator - Challenges
<i>Line Manager</i>	ASN Fundraising Manager
<i>Team</i>	Fundraising (Community)
<i>Location (if applicable)</i>	Any - from home. Some attendance at events desirable.
<i>No. of vols in post</i>	2 – one at present, would like one extra

<i>Planned interview date(s)</i>	Late October/early November
<i>Desired start date</i>	18 November (fundraising team strategy day)
<i>Time commitment</i>	Variable – 1-4hours/week
<i>Duration of post</i>	Ongoing – minimum 12 month commitment desired

Duties / brief role description

Community Fundraising Coordinator (Challenges) –

The person in this role supports all the amazing people who have decided to challenge themselves in some way to raise money for ASN. It might be a 5k, a 10k, a half marathon or even a marathon – or it might be a long walk! Whatever it is, we need to provide these committed people with excellent support to show them that we're right there with them, and to help them raise as much cash as possible to fund abortion.

You'll be working closely with the person who is currently in this role.

Duties include:

- Responding to ad hoc enquiries from volunteers enquiring about taking part in fundraising challenge events – eg, 10k races, half marathons etc
- Regularly scanning ASN's JustGiving page for supporters who have registered fundraising pages and contacting them to say thank you and ask if they need any support
- Providing support to all supporters taking part in challenge events – sharing fundraising guide, answering queries on setting up fundraising pages, sharing details with the newsletter and social media team to promote challenge events and say thank you, providing ASN branded running t-shirts
- Proactively organising the ASN runner for the London Marathon 2019 (we have secured a charity ballot place) and supporting them to optimise fundraising
- Proactively organising the ASN team for the Royal Parks Half Marathon team in October – buying places and liaising with Royal Parks, recruiting supporters to take part and supporting them through the process – setting up fundraising pages, regularly checking-in, providing ASN

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branded running t-shirts and co-ordinating race day cheer squad

- Entering details of all supporters doing challenge events in the Community Events spreadsheet
- Proactively looking for opportunities for ASN supporters to take part in challenge events
- Keep the events spreadsheet up to date and provide monthly updates about upcoming and past events to feature in ASN newsletter
- Co-ordinate with social media, fundraising and finance volunteers to ensure we are tracking the marketing needs of our fundraisers and the amount they raise for us
- Update and maintain online resources available for fundraisers: our handbook and other resources as necessary

Essential skills/knowledge/experience

- Need to be happy working independently
- Friendly, approachable, effusive!
- Organised and highly communicative
- Web- and social-media-savvy
- Familiarity with Excel

Desirable skills/knowledge/experience

- Events fundraising
- Event co-ordination
- Volunteer management
- Availability to attend events where appropriate e.g.: cheer on fundraisers at the Royal Parks Half Marathon (October), London Marathon (April 2019)

Please e-mail your completed form to volunteer@asn.org.uk by 14 October 2018.

Thank you!