

VOLUNTEER FUNDRAISING EVENT COORDINATOR

Location: Cambridge, UK
Time commitment: 4-8 hours per week
Reporting to: Kate Nation, Managing Director

ABOUT TURTLE DOVE CAMBRIDGE

Turtle Dove is a Community Interest Company who work with young women aged 14 - 24 who are/at risk of becoming unemployed through not having the confidence or experience to seek employment. We are an events company that provides opportunities within hospitality based work experience for young women who really need it. We also host our own community, usually intergenerational, events and workshops where the young women partake in the delivery of them. The young women we work with gain invaluable skills with the aim to further engage them in society both at the events and further afield in life.

Volunteers are a key part of our service at Turtle Dove, please read more about our work here <https://www.turtledovecambridge.com/about/>

ROLE DESCRIPTION

We are looking for a driven Volunteer Fundraiser to create and coordinate events that raise funds for the organisation. The fundraiser's responsibilities include harnessing support and engagement through promotional activities whilst developing and maintaining successful partnerships and professional relationships that further the mission of the organisation.

Please note: Due to the nature of our work, this post is restricted to women applicants only and is exempt under Schedule 9, Part 1 of the Equality Act 2010.

TASKS INCLUDED

- Showcasing an annual fundraising event (For example an Annual General Party!)
- Planning and supporting the delivery of an annual calendar of smaller fundraising activities
- Being responsible for, with the Team and Event Coordinator, logistics such as budgets, venues, activities
- Working with the TDC team marketing and promoting these fundraising events and activities

PERSON SPECIFICS

- Desire to support our mission and passion to do so
- Excellent communication skills
- Previous experience with voluntary/charity organisations/relevant fundraising transferable experience
- Previous event management and/or hospitality management
- Creativity and persuasion skills
- Strong organisational skills; Detail-oriented
- Demonstrable knowledge of forecasting and budgeting
- Strong leadership qualities alongside a sense of fun!

WHAT WE OFFER

- Being a significant part of growing a small but impactful organisation that is needed now more than ever after the negative drawback of the pandemic specifically on young women of mental health issues and employment prospects
- Knowing you are providing platforms for the young women we support to engage with and be an integral part of
- Being a part of a female only, creative, supportive and ambitious working environment
- Time Credits that can be spent Nationally and gifted to friends and family
- Reasonable expenses reimbursed

TO APPLY: Please send a CV and Covering Letter explaining your experience and interest to: hello@turtledovecambridge.com