

# BETHANY CHRISTIAN TRUST JOB DESCRIPTION



## FULL TIME VOLUNTEER Fundraising AND MARKETING

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### 1. ORGANISATIONAL ROLE

- Help to raise the profile of Bethany Christian Trust and our work with homeless and vulnerable people
- Assist in increasing fundraising levels for the work of Bethany Christian Trust

### 2. ACCOUNTABILITY

This post holder is answerable to the Fundraising & Marketing Manager.

### 3. GENERAL RESPONSIBILITIES

As directed by manager:-

- Help organise events
- Assist to produce publicity material
- Assist in general Admin
- Assist in liaising with other organisations, groups, churches, CU's, Rotary Clubs, Schools etc

### 4. SPECIFIC RESPONSIBILITIES/TASKS

- Admin duties/ mailing
- Help produce publicity material – press, releases, articles, newsletter layout etc.
- Plan details of events
- Arrange details and timescales for events
- Participate in events e.g. Christmas Market, Sponsored Sleepout, Sponsored Walk
- Distribution of publicity material
- Assist in design of materials
- Attend special church meetings, youth events and other groups etc to publicise Bethany Christian Trust
- Helping to co-ordinate the Caring Christmas Trees appeal.

### 5. PROFESSIONAL AND PERSONAL QUALIFICATIONS

- Willingness to participate fully in tasks
- Good communication skills both oral and written
- An interest in fundraising
- Ability to work as part of a team
- Flexibility
- Be sympathetic with and supportive of the aims of the Company as expressed in its mission and values statements

### 6. LOCATION

This post will be based at 65 Bonnington Road, but you will be required to assist with fundraising events outwith these premises as and when required

### 7. TIMEFRAME

This post is a full-time position for a period of 10 months