

Volunteer Role Description

Volunteer Role Title: Fundraising Volunteer

About community fundraising

Every year OCD Action has many wonderful people who sign up to do fundraising events: sponsored runs, walks, bake sales, mountains climbs and more. They make a huge difference to the charity's work and are an important part of what we do.

About the role

Fundraising is an ever growing and vital part of OCD Action's work and we are looking for an enthusiastic, motivated and engaged volunteer to assist us with it.

As a fundraising volunteer you will communicate by email with our community fundraisers offering them support, send them t-shirts and any other material they need, and promote their activities on our social media and website.

This is a brilliant opportunity to gain experience of the day-to-day fundraising work carried out by a small charity. It's a chance to support and encourage fundraisers in raising money and awareness of what is a poorly understood mental health condition.

Role description

Aim of volunteering role: To assist with the communication and promotion of OCD Action's community fundraisers.

Minimum Commitment: One day per week /for 3 months.

Reporting to: The Fundraising Officer

Location: OCD Action's office, London.

Tasks:

- Communicate with interested fundraisers by email, telling them how they can support OCD Action
- Promote fundraising events on social media (Facebook, Twitter, Instagram)
- Write articles for the website to promote fundraising events
- Post fundraising materials to fundraisers (e.g. t-shirts)

Skills and experience

Experience:

- A good understanding of OCD
- Empathy and knowledge of the difficulties faced by someone with OCD

Skills needed:

- Empathy, tact and diplomacy
- Excellent written communication skills
- Sound IT skills and confidence in using social media
- The ability to work independently and as part of a team

Benefits offered:

- The opportunity to gain experience of fundraising work within a small charity
- Expenses paid
- Insurance cover
- A DBS (Disclosure and Barring Service) Check
- A professional reference (minimum requirement of 3 months volunteering)
- Ongoing support from our Fundraising Officer
- Access to OCD Action events

References:

Two references will be required. Ideally one of these should be a work related or a 'professional' reference i.e. former employer, tutor, social worker, healthcare professional. The other should be from someone who has known you for over 2 years, (excluding family members).

Contact: Volunteer Coordinator Molly O'Doherty

Email: molly@ocdaction.org.uk Tel. 020 7253 5272

Office address: Suite 506-507 Davina House, 137-149 Goswell Road, London EC1V 7ET.