

Volunteering Opportunities at Oak Tree: Fundraising Group Chairperson



Oak Tree Animals' Charity are looking for a Fundraising Group Chairperson to be an ambassador for the Charity and play a key role in helping Oak Tree increase income from community fundraising, essential to ensure the Charity has a sustainable future.

The Fundraising Group Chairperson leads the fundraising group to make sure that community fundraising opportunities in our region are maximised to benefit the many animals who need our help.

Reporting to the Fundraising and Communications Manager and supported by the Volunteer Co-ordinator, this role provides a unique opportunity to make a real difference to our Charity.

We envisage the time commitment for this role is approximately half a day per week.

The role will include:

- Developing and leading the fundraising group, recruiting members, chairing meetings and identifying Community Fundraising opportunities.
- Encourage all group members to take active roles within the group.
- Ensuring that all the necessary tasks for the group's fundraising activities are delegated and actioned.
- Ensuring that money from events is accounted for, recorded and passed to the Fundraising Team.
- Ensuring that the Fundraising and Communications Manager is kept informed of the group's meetings and activities and obtain authorisation for group events.
- Familiarising yourself with Oak Tree Animals' Charity and its work, acting as an Ambassador for the Charity.
- Encouraging and promoting support from community members, maintaining relationships with those who are engaged with the fundraising activities of the group, including group members, potential members, Oak Tree staff and volunteers and key local contacts.
- Work with the Fundraising Group Members to keep up to date with correspondence including thank you letters and fundraising certificates.



You will need to have/be:

- A confident team leader with the ability to motivate and manage people delegating appropriately
- Good organisational skills
- Good communication skills
- Ability to work on your own initiative
- Ability to form and maintain relationships with a variety of people in the community
- Honest, reliable and trustworthy
- An interest in helping to support and raise money to help Oak Tree Animals' Charity
- Access to a vehicle or good public transport.

You will gain:

- A full induction and training required for the role
- Support from our dedicated Volunteer Co-ordinator and Fundraising and Communications Manager
- The opportunity to lead and volunteer as part of a team to make a real difference to the lives of animals
- The opportunity to meet new people
- Problem-solving abilities
- The opportunity to use your innovation and initiative to generate funds
- The opportunity to really make a difference to the future of a much-loved local animal charity.



**To apply for this volunteer role please complete the volunteering form
at www.oaktreeanimals.org.uk, email:
volunteering@oaktreeanimals.org.uk or call Lotte on 01228 560082**