

Volunteer Publicity Assistant – Fundraising

About Turning Tides:

Turning Tides is the largest provider of homeless services for adults throughout West Sussex. The charity runs 21 accommodation projects in various locations across the county and has over 300 volunteers and 150+ paid staff supporting its mission to end local homelessness. For 30 years, Turning Tides has supported thousands of people experiencing homelessness throughout West Sussex.

Turning Tides believe that everyone has the right to a home, regardless of the difficulties they may face in their lives. The work they undertake to empower homeless and insecurely housed individuals is vital. Through a variety of specialist support services, both residential and community based, the aim for each person is that they are empowered to fulfil their potential and secure a brighter future.

Location:

Locations will vary within our local communities in Worthing, Littlehampton, Shoreham, Horsham, and Mid Sussex.

A bit about the role:

The charity hopes to secure greater presence countywide, especially in the North of the county where we have more recently developed services in Horsham and Mid Sussex. Our ongoing events programme is an important source of fundraising and helps us establish a growing supporter base. We are always seeking out new promotional avenues whether that is in the form of banner or poster sites, establishments where we can leave collection boxes, publications we can feature in or local events attracting a large footfall.

This is a home-based role with the opportunity to work from the office occasionally, you will be active in the community meeting with supporters and local businesses, distributing fundraising items such as banners, collection tins and flyers.

We need help to:

- review our online free listing opportunities and presence in local magazines so we have a robust system for ensuring our presence is relevant and up to date.
- extend the partnerships we make with various outlets and encourage them to hold collections and a system by which we can record and capture relevant leads.
- identify national / international challenges and community events in order to encourage people to fundraise for us.
- scope other fundraising opportunities such as recommend a friend scheme - <https://www.easyfundraising.org.uk/>; Amazon Smile etc and assist Fundraising Officers to set them up, log each new stream and support promotion of them across our platforms.

You will be reporting to the Community Fundraising Officer and the Fundraising Communications Officer – both of whom will provide you with full support and training where necessary.

What will I be doing?

You will be working as part of a passionate team who bring real impact to the charity, supporting the communications and fundraising team to identify opportunities to maximise

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fundraising. This is a very rewarding role for someone who enjoys meeting new people and being active in their community.

You will research and develop opportunities for the team to publicise events and activities, look for local community events and challenges for us to participate in and help to forge valuable relationships with local magazines, event organisers and other resources that help spread awareness of our charity.

What is the goal?

1. To locate community outlets countywide where printed materials can be sent and displayed. This also includes banner and poster sites.
2. To have collection tins in key locations using a simple and robust system for monitoring, return and replacement.
3. To regularly promote our events online widely across online and printed platforms.
4. To identify local community events where a presence would be beneficial and to support some of those events.
5. To identify local and national challenge events that would appeal to our supporters, such as marathons and sponsored campaigns.

Times and commitment:

This is an ongoing volunteer role. It would suit someone who has a few hours a fortnight. We are flexible and aware that this role could develop over time. Would ideally suit someone who really wants to build thriving community connections, who enjoys using their initiative following leads and wants to make a real impact. Full support will be given throughout.

It is Turning Tides' hope and expectation that as a volunteer you will:

- be inclusive and welcoming
- communicate professionally with the contacts you make
- be flexible to the needs of the staff member on duty
- abide by the Confidentiality, Professional Boundaries and Health and Safety Policies always

What Training will I receive?

Turning Tides offers volunteers training so your time volunteering is the best it can be, is as safe as possible, and of course adds value to your experience and to Turning Tides.

Every volunteer regardless of role will have their initial induction. During this induction you be taken through a PowerPoint presentation and be issued with 'Not Just a Volunteer' handbook. The induction will cover Professional Boundaries, Safeguarding and Equality and Diversity and be a chance for you to ask any questions.

We will provide ongoing support and everything you need to get started and you will be asked to attend a training session, so you are comfortable and happy in your role.

Members of the fundraising team will be present to support you in your role and knowledge of the work that Turning Tides do will be shared.

You will get a T-shirt to wear too!

Training and support will be given regarding cash handling and online donations.

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The health and safety of our volunteers and supporters are always our top priority. As the situation with COVID-19 evolves, we will ensure any fundraising you carry out is within current Government and Fundraising guidelines. We will support you in this so guidelines are met.

We need to ensure you are eligible to volunteer in the UK. To do this we will ask to see documentation that proves your right to volunteer in the UK at your induction. If you are unable to provide this documentation you will be unable to volunteer. If you have the right to work in the UK on a permanent basis you are also normally allowed to volunteer. If in doubt, please contact the Home Office.

All Turning Tides' roles require two-character references. These references do not need to be employment references; however, we cannot accept references from family members.