



Role title	Fundraising Volunteer
Responsible to	Fundraising Manager
About The Orchard Project	<p>The Orchard Project is a national charity, dedicated to bringing orchards into the heart of urban communities. We believe community orchards transform lives and help nature to thrive, so we support people to create new community orchards or restore existing ones back to health. We primarily work in urban areas, where people’s access to local green space is often limited.</p> <p>Our charity’s focus is on helping the environment as well as developing urban communities. Through urban orchards, we help strengthen and connect communities, improve local green spaces for people and wildlife to enjoy, train volunteers to learn new skills, create community-based events and activities, and develop a local free source of healthy fresh fruit.</p>
The role	<p>The main purpose of the role will be to help raise money from UK Trusts and Foundations and grow our membership base, to fund our charitable work.</p> <p>The volunteer position will appeal to someone who is keen to develop or broaden their charity or fundraising experience, or who wishes to gain experience of the environmental sector.</p> <p>As part of this role, you will:</p> <ul style="list-style-type: none"> • Identify and research possible funders and fundraising opportunities • Write and support funding applications and reports • Support individual giving campaigns e.g. to promote our membership scheme • Provide admin fundraising support as appropriate e.g. sending out membership packs, and entering details on our database.
Basic details	<p>The volunteer role will be based at our London office: The Orchard Project, Five Points Warehouse, 61 Mare Street, Hackney, London E8 4RG</p> <p>The role requires a commitment of 2 days per week, from 10:00 to 16:00, for a minimum of 3 months. There is some flexibility around specific working days and hours, to fit around your other commitments.</p> <p>We reimburse pre-approved and receipted volunteer expenses for lunch (up to £6 per day) and travel (within London only).</p>
What we need from you: role description criteria	<p>We are looking for someone with the following set of skills:</p> <ol style="list-style-type: none"> 1. Excellent writing skills – able to write applications and letters to funders 2. Sound analytical skills – able to research and identify possible funders. We mainly use <i>trustfunding.org.uk</i> and the internet for this 3. Confident communicator – able to engage in digital fundraising (social media) and face-to-face fundraising (promoting the charity at events) 4. Creative – able to generate and develop new fundraising ideas and opportunities 5. Well-organised, reliable, self-motivated and a good self-starter

	<p>6. Competent user of MS Office (Word, Excel, Outlook) and social media. We mainly use Facebook, Twitter, Instagram and WordPress</p> <p>7. Enthusiastic about The Orchard Project's work, and telling people about it</p> <p>8. Some experience of bid writing or fundraising is desirable.</p>
What's in it for you: benefits	<p>Volunteers make an enormous contribution to our work and we hope that we can support you in your ambitions. Volunteering with us in this role, offers the following benefits:</p> <ul style="list-style-type: none"> • Developing skills and experience in grant & trust fundraising • Developing skills and experience in individual giving fundraising, which also encompasses digital fundraising and event fundraising • Experience of working in the environmental sector, and in the area of community development • Boosting your CV plus (where appropriate) an employers' reference • Building your confidence and team working skills, as part of a friendly and welcoming team • Learning new skills in a fun and supportive environment • Being part of an inspirational charity that is driving environmental and social change through practical community-based projects.
Support	<p>You will have an induction, and will be managed and supported by the Fundraising Manager.</p> <p>There will be the opportunity to attend The Orchard Project events and activities to develop your understanding of what we do.</p>
For more information	<p>Contact: Nicole Thomas, Fundraising Manager, nicole@theorchardproject.org.uk, 07909 254 351</p> <p>See our website: TheOrchardProject.org.uk</p>
Application process	<p>To apply, please send your CV plus a covering letter which is 2 sides maximum, to nicole@theorchardproject.org.uk.</p> <p>In your covering letter, you should explain how you meet each of the criteria in the role specification and why you want the volunteer role. Also, please tell us how you found out about the volunteer position.</p> <p>The closing date for applications is 13 January 2019.</p>