

**Volunteer Fundraising Assistant**

**Reports to**: Fundraising Officer

**Time required**: Variable

**Location**: All Bipolar Scotland staff are currently working remotely.

**Main Purpose**

Fundraising Assistants will support the Fundraising Officer with the implementation and development of the fundraising campaign. If you have an interest in Mental Health or the third sector, this could be the role for you. This is an exciting time to join our organisation as we launch our new five-year strategic plan. This is a great opportunity to gain sought after skills for future employment.

**Being a Volunteer Fundraising Assistant will involve**.

* Researching potential funding opportunities and charitable trusts and foundations, in addition to other desk-based research tasks.
* Review and refresh the current Trust and Foundations excel spreadsheet both in form and content, by researching major regional and national T&Fs
* Help with admin – processing donations/information onto the fundraising database, photocopying, filing, writing letters, etc.
* Maintaining the fundraising database, ensuring accuracy and consistency of all records.
* Support collections and community fundraising events when Covid-19 restrictions ease.
* Pro-actively seek new opportunities to raise awareness and funds for Bipolar Scotland.
* To work within Bipolar Scotland’s Confidentiality Agreement

**Experience & Skills**

No experience is necessary as full training will be provided, however knowledge of the third sector would be beneficial as would an interest in mental health.

We would require the individual to have the following skills:

* Good communication, IT and typing skills.
* A warm friendly and engaging manner
* Ability to work on your own and as part of a team.
* Creative with a strong desire to raise funds.

If this sounds like you then please get in touch our fundraising officer via email ashleym@bipolarscotland.org.uk