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**Fundraising Volunteer Role Description**

**Who are we?**

Underground Lights is an independent community theatre (registered charity 1179553) that is run for and by people experiencing homelessness and/or mental health issues. Underground Lights is a Belgrade Springboard Company, running regular drama/performing arts workshops in association with the Belgrade Theatre Click Spring Programme.

Volunteers are an important and valued part of Underground Lights.

**What is a Fundraising Volunteer and what do they do?**

The fundraising volunteer will help Underground Lights fulfil its aims by:

* Working with the staff team to develop our fundraising strategy.
* Developing a clear work plan with the Artistic Director/CEO to develop and deliver fundraising initiatives.
* Working with members to develop and deliver fundraising initiatives (which may be creative in nature eg. developing a fundraising video for our website and social media).
* Encouraging members and supporting their growth in confidence.
* Developing and strengthening our relationships with local businesses and other organisations who may be interested in supporting our work.
* Promoting and encouraging online donations and regular giving from individuals.

**What would your commitment be?**

* We anticipate this role will require approximately three hours commitment per week (during our 12 week term times) to be worked at times to suit the volunteer. In practice, there will be many weeks where fewer than three hours are required, and others where more than three are necessary.
* To perform the volunteering role set out above to the best of your ability;
* To follow the organisation’s procedures and standards, including health and safety, equal opportunities in relation to its staff, volunteers and members;
* To maintain the confidential information of the organisation and of its members in line with GDPR regulations;
* To meet time commitments and standards agreed to and to give reasonable notice so other arrangements can be made when this is not possible;
* To provide two referees who may be contacted, and to agree to a DBS (criminal records check) being carried out where necessary.

**What sort of person are we looking for?**

* Someone who is passionate about community theatre
* Someone who has personal experience of mental health issues and/or homelessness (not essential for this role, but if you have personal experience we would really like to hear from you!)
* Someone who is reliable and does what they say they’ll do
* Someone who is friendly, approachable and enjoys supporting others
* Someone who can express an opinion and disagree respectfully with others
* Someone who is unafraid to ask for help - we all make mistakes and find things difficult
* Someone who can keep things confidential - we want to be a very open organisation, but sometimes some of the things discussed will be confidential.

We encourage and welcome applications from people from all backgrounds. We particularly welcome applications from people who have personal experience of mental health issues and/or homelessness.

**Still interested?**

Complete our Volunteer Application Form. Or speak to Emma (emma.ormerod@undergroundlights.org) for an informal chat about how to apply, or if you have any questions. Thank you!