



Role Description: Fundraising Volunteer

Description

To assist **Love Andover** to gain funding for the various community projects. To assist with grants applications and seeking sponsorship for the various events **Love Andover** engage in

Essential Skills/knowledge

- Good level of English
- Good communicator
- Enthusiasm
- Ability to listen carefully and make notes
- Customer Service
- Excellent writing skills

Additional skills/knowledge

- Flexibility to working times
- Knowledge of social media, particularly Facebook, Twitter and Instagram
- Experience of MS Office, particularly Word & Outlook
- Basic IT literacy
- Use of telephone
- Experience of grant application systems

Personal qualities

Ideally an outgoing person. Easy to communicate with and able to relate to the subject. A team player who can work without supervision.