

VOLUNTEER ROLE DESCRIPTION

Volunteer Role: Collecting Can Distributor and Events Assistant

Department	Fundraising department
Role Purpose	<ul style="list-style-type: none"> • Co-ordinate and distribute charity collecting cans to businesses in central Edinburgh. • To assist in organising ad hoc fundraising events
Specific Tasks:	Assist in the organising and planning of events.
Skills and Qualities:	<ul style="list-style-type: none"> • Excellent organisational skills • Friendly and outgoing • IT skills especially Microsoft Office • Attention to detail Desirable: <ul style="list-style-type: none"> • Database experience • Marketing experience
Commitment	Flexible, but ideally 4 hours a week
Benefits	<ul style="list-style-type: none"> • Reasonable travel expenses paid • Guidance and support • References will be given after a minimum of 3 months volunteering
Expectations	<ul style="list-style-type: none"> • Willingness to abide by LifeCare's Volunteer Policies and Volunteer Charter
Contact us	Vicki Bradley, Fundraising Manager, LifeCare. Tel: 0131 343 0940. fundraising@lifecare-edinburgh.org.uk

