**Trusts and Foundations Fundraising Research Volunteer Role**

**Hours: ideally looking for 1 day a week for six months**

**Department: Fundraising**

Fundraising is a key department within Positive East as it raises the funds for us to be able to carry out all the crucial work that we do.

Part of this is applications to Charitable Trusts and Foundations, The Big Lottery, Comic Relief and so on. We recently heard that we had been successful in a Big Lottery application to cover the work of our volunteer and peer mentor departments with a grant £300,000 over three years!

The Trusts and Foundations Fundraising Research Volunteerwill support the Senior Trusts Officer in conducting research on charitable trusts and foundations and other funding opportunities. It will include:

* Researching opportunities using our Trustfunding website subscription, the Charity Commission and other avenues such as other charities accounts to find out who they have been supported by
* Keeping records of research undertaken
* Sending emails and making calls if necessary, to find out further information

For the right candidate there will also be the potential to:

* Attend meetings with project staff
* Write applications

There will also be the opportunity to help out at fundraising events and other events at Positive East.

**Essential Skills**

* IT – Proficient in Microsoft outlook, word and excel
* Confident in conducting research on the internet or the ability and interest to learn
* Good use of English language (verbal, written and computer)
* Admin accuracy and attention to details
* Organise filing and forms neatly and accurately
* Good telephone manner
* Ability to work well within a team
* Confidence to work under own initiative

**It is worth noting that this role may have access to confidential staff and organisation information which is not to be shared outside the organisation or with other staff and volunteers.**

**Please apply whether you have previous experience or have no experience but have an interest in research and fundraising. Training and support will be provided.**

**For more information and for an application form email:** **stewart.turnbull@positiveeast.org.uk**