

The RAF Association Volunteers Programme

Fundraiser– Volunteer Role Profile

What is a Fundraiser volunteer?

A Fundraiser is part of a team raising funds for the RAF Association, in their town, city or area. Funds are raised through supporting street and premises collections and other activities organised by the Fundraising Team Leader volunteer in your area or by the RAF Association.

Duties of a Fundraiser include:

- Carrying out street and premises collections, as per instructions given by the Fundraising Team Leader
- Engaging with the public about the RAF Association and its work (you will be given information about it beforehand)
- Helping to count the money after collections have been made
- Any other help that is needed on the day

What is the desired outcome of this volunteer role?

The RAF Association is a member-led charity that exists to ensure that all members of the RAF family are supported, in terms of welfare, when they require it. The Fundraising Team Leader's role is to contribute to the fundraising efforts of the charity, ensuring that sufficient funds are in place to enable the Welfare Team (both staff and volunteers) to carry out their vital work, ensuring that members of the RAF family that need our help are able to access support when required.

Who are members of the RAF family and how are they supported?

Anyone serving or has served in the RAF, Regular or Reserve, their respective partner, spouse and/or dependent children is part of an RAF family. And...

Parents and close relatives by blood or marriage/civilian registration, who lives are directly affected by a family member who is serving in the RAF, Contractors and Civil Servants supporting the RAF, are part of the extended RAF family.

Support for the RAF Family could be anything from sending a Caseworker out to a serving individual that needs help being put in touch with social services, to request a wet room installation to assist with a recent disability, or to providing an RAF veteran, who has fallen on hard times, with some funds to purchase a new kettle that has broken and they cannot afford to replace it. All cases are important and the RAF Association requires vital funds to continue its work.

Who do Fundraisers report to?

Although Fundraiser volunteers will report to the RAF Association, they will also be put in touch with the local Fundraising Team Leader (a volunteer themselves) who will organise activities in their area. Fundraising Team Leaders will lead groups of volunteers on the day of events, as well as provide the information about the activity, beforehand, to all volunteers that are taking part.



How does it work?

Those interested in the Fundraiser volunteer role will get in touch with the RAF Association by registering on our website. Once you have registered and selected the region/s you are interested in volunteering in, you will be given information on the volunteering activities taking place in those areas. If there is a Fundraising Team Leader in your area, they may also get in touch with you to let you know about activities they are organising, that you may wish to get involved in.

Fundraisers will be able to take part in as many fundraising activities as they wish to, all year round, with a big focus on events during September, for the RAF Association's Wings Appeal week.

How will my work be measured?

The RAF Association will keep you informed of the total funds you have helped to raise for the charity, through all the events you assist with in your area and will keep you updated with how the funds raised are going towards helping the RAF Family.

If you have been involved in a large number of fundraising activities during the year, we may ask you to consider becoming a Team Leader in your area. If you have been unable to get involved in any events during the year, we may contact you to ask you how we might better support you and help you become involved.

What qualifications, skills or experience do I need to be a Fundraiser volunteer?

Fundraisers need to be:

- Comfortable in social environments
- Approachable, cheerful and friendly
- Enthusiastic and able to take a positive approach to all situations
- Willing to have an understanding of the work of the RAF Association (to have read briefing note and be able to talk to others about our work)
- A strong communicator

In addition, Fundraisers will need to:

- Be able to get themselves to the event or activity they are taking part in under their own steam
- Share emergency contact details with the Fundraising Team Leader;
- Be able to hold a full collection tin or bucket, or to arrange for a table with the Fundraising Team Leader if necessary
- Be able to stand for long periods of time or to arrange for seating with the Fundraising Team Leader if necessary
- Be willing to wear an RAF Association T-shirt, sash or tabard to identify yourself to the public

Volunteers should also be able to work professionally, in a non-judgemental manner and in line with the RAF Association Volunteer Agreement which you will be asked to sign or adhere to.

What training will I be given?

Fundraiser volunteers will be given training on the day of the event that they are supporting, from the Fundraising Team Leader managing the event.

Fundraisers may also be asked to read material about the organisation beforehand to ensure they are well equipped with information about the charity.

All information will either be sent out via email, be available online or be in print form on the day.

What is the time commitment?

We recognise that many of our Fundraiser volunteers lead busy lives and therefore would be delighted to welcome you to participate in any fundraising activities that you can. However, ideally, you would be willing to support:

- One street collection each year (up to one day, ideally during the month of September, when the RAF Association carries out the annual Wings Appeal – usually on the first Saturday after 15 September)
- Three premises collections a year (one or half a day each)
- Any other activities set up by you, the RAF Association or the Fundraising Team Leader in your area

What will I need to do to prepare me for this role?

Fundraisers will need to read all related RAF Association volunteering policies and agreements, as well as role specific information (to ensure you have a clear idea of the role and what will be asked of you) and attend all the training (on the day) that is required for the role.

What skills will I develop?

Fundraiser volunteers will develop a variety of skills, including:

- Building relationships with a wide variety of people
- Communications skills
- Teamwork skills

Will my expenses be covered?

Yes. The RAF Association will reimburse travelling expenses if you require it. This will be at the RAF Association's standard rate per mile. The RAF Association will also cover the cost of using your phone for RAF Association business, provided an itemised bill is supplied. All training required by the RAF Association for the Fundraiser role is provided free of charge.

Note: This volunteer role profile is not a job description and is not intended to be a legally binding contract of employment with the RAF Association. It is a role profile of one of the volunteering roles on offer with the Association, detailing the tasks we would ask you to carry out and the skills and commitment we are looking for, as well as what you can expect to gain in return for your generous offer of time.