



## KEEN London Volunteer Role Description

We run free, engaging and accessible activities for children with additional needs and disabilities. Our inclusive services offer one-to-one support that helps children to thrive, develop and, most importantly, to have fun.

<b>Role Title:</b>	Fundraising Researcher
<b>Service/Team:</b>	Fundraising Team
<b>Reporting to:</b>	Kirstie Hayward - Fundraising Manager
<b>Time Commitment:</b>	This is a flexible volunteer role. To get the most out of the experience, we would recommend 3 hours per week as a reasonable expectation.
<b>Location:</b>	Remote with opportunities to visit the KEEN London Office.
<b>Skills:</b>	Ability to digest complex information, creativity, attention to detail, flexibility, communication, proactivity

### Why we need your help

KEEN London is a small charity that relies on fundraising, grants and donations to operate its services for children with additional needs. We are looking for proactive volunteers who can flexibly support our Fundraising Team and make a difference from the comfort of their home (or wherever is comfortable for you!)

### Purpose of the role

70% of our funding comes from charitable trusts and donations but keeping on top of new funders, fund opening and closing dates and fundraising opportunities requires time and effort. The Fundraising Researchers will support our Fundraising Team with identifying future revenue opportunities.

### Tasks and activities

- Collating and updating a list of potential funders
- Updating funder criteria information using a spreadsheet

- Assessing eligibility criteria for potential funding opportunities
- Creatively matching KEEN projects to funding criteria.
- Contact potential funders to initiate first-line enquiries.

## **Why Volunteer with KEEN London?**

KEEN London would not be what it is without the volunteers who support our work, and we want to ensure that all our volunteers gain just as much from their volunteering journey as they put into the charity. To that end:

- We will provide job/character references to volunteers after a reasonable period of volunteering with us.
- We will give you opportunities to access other roles within the charity to help you broaden your skills.
- We have a budget set aside to cover volunteer expenses (see Volunteer Agreement below)
- We will provide you with ongoing feedback and support to enable you to reach your full potential at KEEN, you will receive an induction and handbook prior to starting your role and you will receive access to a virtual training portal with additional resources.

You will be invited to an informal monthly check-in with the Fundraising Team which will take place on Zoom.

## **Volunteer Agreement**

All KEEN London volunteers are asked to observe the Volunteer Agreement. This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

### As a volunteer with KEEN London you can expect:

- To be a part of a unique and evolving charity that is providing a valuable service to children and young people with additional needs.
- To be introduced to how the organisation works and your role within it.
- A supportive and reciprocal environment that ensures a positive experience for you as a volunteer.
- To be invited to volunteer at special events and fundraising activities.
- Travel expenses up to £10 per return journey each time you travel into the office or to an external event.

- To be treated fairly and equally with dignity and respect, regardless of race, ethnicity, gender or gender identity, age, (dis)ability, religion or sexual orientation.
- A safe and healthy environment for you to volunteer in.
- Any problems or complaints to be investigated quickly and resolved fairly.
- Recognition for your efforts and successes – celebrating achievements and rewarding loyalty and dedication.

Our expectations of volunteers:

- To maintain and uphold the reputation and good name of the charity.
- To treat other volunteers, staff and service users fairly and with dignity, and to respect everyone equally, regardless of race, ethnicity, gender or gender identity, age, (dis)ability, religion or sexual orientation.
- To ensure appropriate levels of confidentiality and data protection are upheld.
- To uphold our Child Protection and Safeguarding Policy.
- To adhere to all health and safety instructions.
- To be punctual and reliable when attending sessions and activities.
- To bring energy, enthusiasm and a willingness to learn.