



## BRENTWOOD TRAMPOLINE CLUB

This is a volunteer agreement for the role stated below and is not intended to be a legally binding contract of employment. The Club will pay the volunteer out of pocket expenses and provide suitable training as required.

The Club will also carry out adequate risk assessments and treat volunteers in accordance with its equal opportunities policy. Volunteers agree to follow the rules and policies of the Club and are requested to do their best to meet time commitments, giving adequate notice if this is not possible.

**ROLE TITLE:** FUNDRAISING COORDINATOR  
**RESPONSIBLE TO:** CHAIR  
**SKILLS REQUIRED:**

- ✓ Planning and organisational skills
- ✓ Innovative
- ✓ Able to delegate
- ✓ Well organised
- ✓ Confident and effective communicator
- ✓ Enthusiastic and good motivator of a team
- ✓ Prepared to make a regular time commitment

### ROLE PURPOSE:

To work in conjunction with the management committee and other key volunteers to identify fundraising opportunities and to organise/implement them as appropriate.

### MAIN TASKS ARE TO:

1. Identify fundraising opportunities through event organisation, grant funding etc.;
2. To raise money through events and funding applications approved by the management committee;
3. To organise social activities approved by the management committee;
4. To attend monthly management committee meetings;
5. To administer recurring funding sources such as the Jack Petchey Foundation Scheme & Brentwood Academy Club;
6. Form a Fund Raising Sub-Committee consisting of members of the club as a support mechanism to assist with the above.

### ESSENTIAL QUALIFICATIONS

- ✓ None identified

### RECOMMENDED TRAINING:

- ✓ None identified