

Volunteer Fundraising Group Secretary

Remuneration: This volunteer role is not accompanied by any financial remuneration, although travel expenses may be claimed.

Reports to: Elected Chair of the Kidscan Community Group

Location: Salford, Manchester

The Kidscan Community Fundraising Group will aim to unite your community in order to raise funds and awareness for research into new and improved treatments for children with cancer.

Community Fundraising groups will work collaboratively to plan and deliver engaging fundraising events, utilising their networks to achieve a target annual income of £10,000.

As a member you will contribute to the success of the Kidscan Community Fundraising Group by:

- Planning and delivering key fundraising events, ensuring fundraising activities are cost-effective, ethical and all fundraising guidelines are followed
- Actively engaging in advocacy and networking to promote Kidscan Children's Cancer Research whilst educating the public about childhood cancer research and the issues surrounding current treatments
- Working with our dedicated Community Fundraising Manager to identify prospective partners and work to develop effective relationships

In your role as Secretary, you will also be responsible for the following:

- Scheduling regular meetings for the board, including securing a meeting room and circulating the agenda
- Maintaining up to date records of board members and volunteers contact information
- Meeting with Chairperson to arrange and draw up the agenda to be discussed at meetings
- Recording minutes at each meeting and circulate ahead of next meeting
- Writing letters on behalf of the group, and report any replies to the group
- Coordinating appropriate thanks to supporters and donors

Person Specification

- Experience of working as part of a committee or within a team
- We are looking for those with experience of committee/board procedures
- The right candidate will come from a business or charity background

You will demonstrate:

- A passion for the mission of Kidscan Children's Cancer Research
- Strong organisational skills
- Strong written communicator
- Methodical, with a good eye for detail

Time Commitment

Each member of the group will be expected to commit a minimum of 2-4 hours per month which may increase depending on any fundraising activities established. The group will be expected to meet at least 6 times per year in person or via conference call and all members will be expected to actively participate in meetings contributing to the discussion and sharing ideas, contacts and networks.