**Volunteer Role Description**

Thank you for your interest in volunteering with Sight Support West and Wiltshire Sight! We rely on the help and dedication of volunteers to support the wide range of services that we provide, and we recognise the huge contribution our volunteers make to the effectiveness of our organisation.

**Role:** LocalCommunity Grant Fundraiser

**Location:** Devizes office or home based

**Purpose:** As a small charity we rely on the generosity of our supporters and the local community. Every penny raised really does make a huge difference to the services we provide. An important source of income for us are local grants provided by town, borough and parish councils to support vulnerable people within their boundaries. We have a good success rate in applying for these, which typically range from £500-£1000 a year and have the potential to bring in up to £10,000 annually, which is a highly significant contribution to the work of the charity. We are looking for a highly motivated individual with excellent written communication skills to make these applications for us.

**What you will be doing?**

* + Preparing regular applications for grants to support our Community Sight Loss services, for submission to local trusts, town councils and Rotary Clubs across Wiltshire, Swindon, Bath & North-East Somerset, Bristol and South Gloucestershire
	+ Using our ‘Case for Support’ document, which describes in detail what we do and why support is needed, to write high quality, persuasive bids that are tailored to the specific questions asked by each potential donor
	+ Researching new local donors who could provide support for our work

* + Developing a sound understanding of the work and aims of Wiltshire Sight in order to accurately represent our services to potential donors
	+ Maintaining a calendar of grant opportunities, key deadline dates and applications made

**What skills and experience are needed?**

* Excellent written communication skills
* Well organised, with effective time management skills
* Good IT skills - i.e., confident in the use of Microsoft Office, particularly Word and Excel
* A team player who is able to work independently, taking ownership for completing applications and tracking results

**What will you gain from the role?**

* The knowledge that you have helped to make a real difference to the lives of people living with sight loss in the region
* Demonstrable and transferable experience in trusts and grants fundraising, including bid writing
* Experience of working in a friendly team
* Reference for future employers
* A better understanding of the challenges facing people living with sight loss and the solutions which can help maintain independence

**What support will be given?**

* Induction and role-specific training
* Understanding Sight Loss Training
* Supervision and support from Fundraiser and Volunteer Coordinator
* Reimbursement of expenses
* Additional training as appropriate

**When and how often will you be needed?**

This can be flexible to fit around you: we expect this role will take about two days per month, but this can be any time (an hour in an evening, a couple of times a week would work fine).

**References**

Two references and personal ID required prior to starting in role