

# Volunteer Fundraising Assistant

**Role Title:** Volunteer Fundraising Assistant

**Location:** Remote, with occasional in-person meetings or events as needed

**Time Commitment:** Flexible, approximately 5-8 hours per week

**Suggested Duration:** Ideally, at least 2 months, with the option to continue beyond this period if desired. Volunteers are free to leave at any time.

**About Us:** TechJumpstart Hub CIC is a community interest company committed to promoting digital inclusion by supporting underrepresented groups, particularly women and young people, to develop essential tech skills. Our programmes, like the “Be Courageous with Technology” series, aim to make technology accessible and empower individuals to thrive in an increasingly digital world.

**Why We Need You:** As a Volunteer Fundraising Assistant, you will play an essential role in helping us secure the resources needed to grow our programmes and extend our impact. You'll support fundraising activities, research potential funding sources, and assist with grant applications, working closely with our team to ensure TechJumpstart Hub can continue its vital work.

## What Will You Be Doing?

- **Fundraising Support:** Assist with the planning and execution of fundraising activities, events, and campaigns to help generate financial support.
- **Researching Funders:** Identify and research potential grant opportunities, corporate partnerships, and other funding sources suitable for our projects.
- **Grant Writing Support:** Help draft grant applications, letters of interest, and other written materials to support funding requests.
- **Data Management:** Maintain accurate records of funder information, application statuses, and funding outcomes.
- **Collaboration:** Work alongside our team to brainstorm fundraising ideas and identify new strategies for financial growth.

## What Skills and Experience Are We Looking For?

- **Good Research Skills:** Ability to identify funding opportunities and gather information on prospective funders.
- **Strong Writing Ability:** Clear, concise writing skills for drafting application materials and communicating our impact.
- **Attention to Detail:** Organised and thorough in managing records, application deadlines, and data.

## TECHJUMPSTART HUB CIC

- **Proactive Attitude:** Self-motivated and able to work independently while being communicative with the team.
- **Interest in Our Mission:** Passion for supporting underrepresented groups in tech and digital inclusion is a plus.

### What This Role Can Offer the Volunteer:

- **Skill Development:** Gain experience in fundraising, research, and grant writing, valuable for those interested in non-profit or charity work.
- **Insight into Community Impact:** Understand the operational side of a community interest company and see firsthand how funding supports meaningful change.
- **Support and Training:** Induction and relevant training will be provided, with ongoing support from the TechJumpstart Hub CIC team.
- **Expenses:** Reimbursement of reasonable expenses (e.g., travel for in-person meetings) in line with our volunteer policy.

**Young People and This Role:** This role is suitable for those aged 18 and above. Younger individuals are welcome to explore other volunteering opportunities or to contribute in other ways to TechJumpstart Hub CIC.

**Application Process:** If you're interested in helping us make a difference, please send a brief email detailing your relevant experience, why you'd like to volunteer for TechJumpstart Hub CIC and your updated CV to [admin@techjumpstarthub.co.uk](mailto:admin@techjumpstarthub.co.uk). We look forward to hearing from you!