



Role Description – Dublin Simon Community Local Leader - Fundraising

Can you be a Simon Ambassador in your local community?

Role Title:	Local Leader - Fundraising
Role Purpose:	To act as a Simon ambassador in your local community
Reports to:	Community & Events Fundraising Manager
Location:	Regional

Purpose of Community & Events Fundraising

The purpose of The Community & Events Fundraising Team is to raise vital funds and awareness for Dublin Simon Community through a number of Community based initiatives, including Simon Home Run, Sing for Simon campaign, and numerous other campaigns.

Core Role Requirements:

- Make a valuable contribution to Dublin Simon Community by assisting the Fundraising team across many important campaigns.
- Bring energy and enthusiasm to the role.
- Assist the fundraising team to recruit volunteers, and fundraisers **within your Community** to support Dublin Simon Community during Christmas 2017. Linking in with local schools, businesses, community groups, etc.
- Bring new and innovative ideas to the fundraising team, with focus on increasing funds & awareness for Dublin Simon Community Services.
- Work as part of a team.

Desirable

- Experience in Fundraising.
- Experience in Event management.

Training

Training will be provided for all local leaders, including a face to face induction. The induction will include information on Dublin Simon Community.

Dublin Simon Community employees will liaise with local leaders continuously throughout the role duration, providing extensive support throughout.

Requirements of all Dublin Simon Volunteers

- Commitment to the purpose of Dublin Simon Community and to volunteer within the values, policies and procedures of the organisation and in the context of current legislation and regulations.
- To participate in regular supervision with your line manager.
- To actively participate in team and staff meetings and service reviews/ evaluations and to contribute to the development of policy and practice within your area of work and Dublin Simon as a whole.
- To report any area of concern to your line manager in a timely manner.
- To show reasonable flexibility in relation to hours of attendance to meet the needs of the service. Volunteering during unsocial hours may be required.
- Have a flexible approach to your placement in response to organisational change, development and review of best practice.
- Identify training needs with your line manager and participate in training opportunities appropriate to the role.
- To be vigilant of any Health, Safety and Welfare risks in the workplace and bring any concerns to the attention of your line manager or Health & Safety Representative.
- To participate in the efficient flow of information within the organisation by sharing and seeking information as appropriate.
- To undertake other duties as may be requested by the line manager from time to time.
- To undertake your volunteering in a manner that is friendly, positive and flexible

Note: This Role Description will be reviewed and updated in line with the needs of the placement.