

# Volunteer Role Profile

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<b>Role title:</b>	Fundraiser
<b>Department :</b>	Fundraising
<b>Responsible to:</b>	Volunteer Coordinator
<b>Hours:</b>	Varied throughout the year. Mainly attending events as part of the exhibition display.
<b>Purpose:</b>	To raise funds for the Gloucester Railway Carriage and Wagon Museum Charitable Incorporated Organisation through various fundraising activities.

## **Main duties and responsibilities:**

- Assist in event planning
- Assist in on-the-day supervision of the event(s)
- Assist with advertising and promotion of event(s)
- Sell raffle tickets at events
- Man and run fundraising stalls
- Encourage visitors to become members of the CIO to support its work

## **Training:**

You don't need to have lots of knowledge, just an enthusiasm for meeting and interacting with people.

You are not expected to have all the skills that you will require to carry out this role. Training will be provided, to enable you to carry out your role with confidence and to the standards set.

- Full induction and ongoing support, including Health and safety
- Event-specific training

However, we do expect you to;

- be of tidy and wear reasonably smart clothes (or the Gloucester Railway Carriage and Wagon Museum polo shirt).
- adhere to all health & safety, railway safety and fire procedures are followed
- be free of alcohol or narcotics
- be friendly, polite and helpful
- be punctual and responsible
- work well with the team and well as on your own initiative
- be confident when meeting new people and communicate well

Some events or fundraising activities may have minimum age limits due to legal restrictions

**Benefits of volunteering:**

All of our volunteers are members of the Gloucester Railway Carriage and Wagon Museum Charitable Incorporated Organisation and whilst this costs a nominal subscription fee, it gives you access to a number of benefits, including:

- Discounted purchases from the Gift Shop and Tea Room
- Access to great social activities, including away days and social evenings
- The chance to support us in keeping your railway and transport heritage alive in Gloucestershire and South Wales