

How to join us as a **fundraising volunteer**



A guide to
what's involved in
volunteering and
how to join us.

Why we need you

Cambridge Rape Crisis Centre (CRCC) is a local specialist sexual violence charity dedicated to supporting women and girls who are survivors of rape of any form of sexual violence across Cambridgeshire.

We offer free specialist support services which include a confidential helpline, email support, advocacy, counselling and peer support groups. We provide a protected space and time to enable survivors to recover, begin to rebuild and go on to thrive.

We fundraise to support our work and so that even more women and girls can access our services when they need to and receive the support they deserve. At a time when need and demand is exceeding capacity, fundraising is vital.

Volunteers are at the heart of CRCC and we're looking for women of all ages and backgrounds, which includes Black, minoritised and LGBT+, to join our Volunteer Fundraising Group team.

As a Fundraising Group Volunteer you will be part of an active, passionate and enthusiastic group of amazing women who work together to organise local fundraising events and activities to raise essential funds to help keep our services running, as well as allowing us to develop new services to support female survivors of sexual violence.

Most importantly, you will help us to spread the word, raise awareness and inspire your local community to raise funds to ensure we are always here for the women and girls who need us.



Why volunteer with us

- The fulfilment of knowing you are making a valuable contribution in supporting women and girls who have been impacted by sexual violence.
- The chance to acquire and enhance your knowledge, understanding and skills.
- The opportunity to meet new people and join an amazing team of like-minded women.
- Ongoing training and development opportunities.
- A unique insight into the world of the fundraising, charity and sexual violence sectors.

"I believe fundraising is a way to raise awareness of CRCC's services and a way to support the women and girls who motivate and inspire us."

"Great people and an even greater cause!"

"I'm a PhD student with flexible hours, so I could commit to volunteering and I'm a feminist who wants to live in a world where women and girls can live free from the threat and experience of sexual violence. So it was a very easy decision for me and one of the best I've made."



Here are a few of the reasons members of our Volunteer Fundraising Group have joined us.

What you need for this role

We are looking for women who are:

- 18 years old +
- Enthusiastic and motivated
- Well organised
- Able to communicate well and learn new information quickly
- Friendly, approachable and polite
- Reliable and trustworthy
- Willing to develop knowledge and skills
- Able to understand and maintain our confidentiality and data protection policies
- Able to follow Fundraising Regulator standards and best fundraising practice
- Enjoys working as part of a team

We are a feminist and inclusive organisation, although we do not require that women who volunteer with us are feminists, and feminism informs the organisation's ethos, activities and the way we deliver services.

We are looking for women who share our values - Equality, Respect, Transparency, Choice and Quality - and have a passion for our work!

Fundamentally we believe women and girls.



What does the role involve?

Where will I be based?

This is a community and home-based role, although monthly group meetings are normally held in CRCC's central Cambridge office.

Due to the COVID-19 pandemic, however, monthly meetings are currently being held virtually via Zoom and will not be organising any face-to-face fundraising events or activities for the foreseeable future.

What is the time commitment?

This is an ongoing role and ideally you would stay with us for a year or more, given that our fundraising programmes are planned on a yearly cycle.

You can contribute as much time as works for you, but we do ask you try to attend the majority of the monthly group meetings.

You will also need to attend training when you start with us and when required during your time with us, however, we give plenty of notice of this and try to work to hours when you are available.

Please remember that if you need to, for whatever reason, you can take a short break from the group's activities until you feel ready to return.

What will I be doing?

The Fundraising Group Volunteer role may vary depending on need, with the group working together with CRCC's Fundraising Manager to develop and deliver a comprehensive fundraising programme with 3-5 events per year.

You will need to collaborate with the rest of the Volunteer Fundraising Group to generate new ideas, build and maintain effective relationships and support the delivery of fundraising events and activities.

Each volunteer contributes in ways that play to their strengths and areas of interest and enjoyment.

We have seven areas of fundraising that encompass the activities of the group, each area has its own working teams. You can be involved in some or all of these teams and you can also change over time if you wish.

Our working teams and what their responsibilities may include are:

Administration

- Counting and banking income.
- Maintaining floats for events.
- Updating the fundraising database with supporter and donation details.

Please note that this role will be involve being able to come into CRCC's office and bank on weekdays once it is safe to do so.

Communications and publicity

- Identifying opportunities in our community to promote the charity and its work.
- Design and distribution of promotional fundraising literature.
- Supporting the charity's presence on social media.
- Editing the charity's monthly e-newsletter.
- Updating the fundraising pages on the charity's website.

Corporate

- Looking out for opportunities for nominated charity and supermarket token schemes and making applications with the support of the Fundraising Manager.
- Developing relationships with local businesses.
- Sourcing raffle prizes, thanking contributors, developing these relationships and keeping an inventory of prizes.

Events

- Planning and participating in fundraising events throughout the year with some involvement in preparation on the day.
- Cheering on our participants to keep them motivated and enhance their fundraising experience.
- Meeting and greeting, marshalling and stewarding.
- Raising awareness of CRCC at community events, organising stalls, devising rotas and representing the charity on the day.

Retail

- Supporting the charity's online shop service, photographing stock, packaging and posting items and purchasing materials.
- Making items for sale (e.g. sewing, knitting, baking) either for fundraising events or the online shop.

Speakers

- Representing CRCC to the public and talking to people about our work, aims, values and fundraising.
- Presenting/speaking at public events such as local community group meetings and college dinners.
- Attending cheque presentations, arranging photographs and thanking supporters in person.

Static collections

- Managing and maintaining static collection tins in our community, ensuring tins are collected and replaced regularly.
- Identifying opportunities for new places to locate tins.

Group Lead role and responsibilities

The Volunteer Fundraising Group is co-ordinated by the Group Lead, a role which changes yearly with members of the group electing the Lead from those volunteers who nominate themselves.

Responsibilities of the Group Lead role include:

- Co-ordination of the Volunteer Fundraising Group and supporting delivery of the yearly fundraising programme.
- Allocating roles and responsibilities within the group and delegating tasks, when required.
- Group liaison and point of contact for the Fundraising Manager.
- Administration of the monthly group meetings.
- Attendance at the monthly CRCC Management Committee meetings, providing a verbal update of the previous month and facilitating the link between the fundraising volunteers, the trustee board and the wider organisation.

What support will we give you?

We will give you everything you need to be a confident and active member of the Volunteer Fundraising Group, starting with an induction and volunteer handbook and regular support from the Group Lead and Fundraising Manager.

Your induction will include fundraising training and any other training you need to support your volunteering. Please note, your induction and all training will currently take place via Zoom due to the COVID-19 infection control restrictions.

Our Fundraising Manager will always be on hand to give support and advice relating to the fundraising events and activities you are planning as a group.

As a team, you will also offer each other peer support and there will be opportunities for socials within the group and with the wider staff and volunteer teams.

We'll keep you up to date about the work you are helping to fund through our Fundraising Manager, the Group Lead and staff attendees at group meetings.

We will reimburse all reasonable travel and any out-of-pocket expenses, as agreed. We can also contribute to any childcare costs incurred due to volunteering with us.

If you have any additional support needs you just need to let us know during your application so we can accommodate your volunteering with us.

Application process

Are you who we're looking for? Would you like to join us? This is how you apply to become a Fundraising Group Volunteer with us...



Any questions?

If you have any queries or would like to have an informal chat about becoming a fundraising volunteer, please contact our Fundraising Manager:

Clare Baker

clare@cambridgerapecrisis.org.uk

Thank you so much for your interest in volunteering with us, we hope to hear from you soon!



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