

Role Title:	Fundraising Research & Prospect Volunteer
Responsible to:	Fundraising Manager
Where (Location):	Volunteering from home
Time commitment:	Flexible: hours per week self-determined
Background to Soundwell	Many adults with mental health issues lack the help and opportunities they need to move forward with their lives, live life to the full and reach their true potential. Soundwell works with them, providing therapy through the medium of music to give them hope and the skills to build their self-esteem, confidence and aspiration. By joining in and volunteering, you can help transform their lives.
Role Description	Soundwell is looking for an enthusiastic volunteer willing to commit a small amount of time to support our Fundraising Manager and their research tasks. This role will involve volunteering from home using your own computer/internet and researching into local fundraising/marketing prospects and opportunities from businesses and individuals. This role offers a unique opportunity to gain experience of the fundraising aspects of charity work.
Main tasks:	<ul style="list-style-type: none"> • Conducting internet based research • Conducting research in your community • Collating and recording information • Preparing briefings, biographies and detailed research profiles. • Supporting fundraising projects • Conducting research for social media content
Skills Required	<ul style="list-style-type: none"> • Confident in Word, Excel and internet applications • Have demonstrable organizational and motivational skills • Enthusiasm • Reliability and the ability to use own initiative and work unsupervised • A commitment to Soundwell's vision, mission and values
Training and support available:	<ul style="list-style-type: none"> • You will be volunteering with and supported by the Fundraising Manager • Volunteer induction and training in researching on behalf of Soundwell.
What's in it for me?	<ul style="list-style-type: none"> • Help to transform the lives of adults with mental health issues • Learn new transferable skills & improve your CV • Volunteer from home • Gain valuable research skills • Be active and engaged
Safeguarding	You need to be 16 or older. A basic disclosure check will be required for this role, this will be completed on joining.
Expenses	Reasonable travel expenses met.
References	We ask volunteers to provide details of 2 referees for all volunteer roles.