

## VOLUNTARY ROLE

### FUND RAISER

29<sup>th</sup> July 2023

### MAJOR TASKS

1. Complete funding applications for Countryside For All leaflets.
2. Obtain funds to ensure there is a minimum of 2 years worth of Countryside For All leaflets in stock.
3. Liaise with Stock Controller and Coordinator.
4. Complete funding applications for any other projects the Disability Sub Group embark upon.

### ACTIVITIES

### PERSON SPECIFICATION

Be a member of the Lincolnshire Joint Local Access Forum.

Have access and able to use a computer and printer for email, completing the site reports, sending attachments and scanning drawings and leaflet modifications.

Have access to and able to use Microsoft Excel and Word software.

Have a mobile phone.

Have a camera or a mobile phone camera.

Able to liaise with funding organisations.

Able to liaise with the Stock Controller, the Coordinator and Lincolnshire County Council. assist Site.

### TRAINING PROVIDED

- a) How to add the Fund Raiser's comments to the Coordinators quarterly report.
- b) The links with the Stock Controller and Coordinators roles.
- c) The standard funding application template to funding organisations
- d) The standard funding application template to possible business sponsors.
- e) Obtaining the costs for the funding.
- f) Being aware of funding opportunities.
- g) Training with first live funding application
- h) Training with applying to the first possible business sponsor.
- i) Additional training as required

The training for items "a" to "f" above will take approximately 4 hours in total.

Training for item "g" will take approximately 3 hours.

Training for item “h” will take approximately 1 hour.

Additional training will take place on an as required basis.

### **EXPENSES**

It is expected that all the work involving the Fund Raiser will take place at their home. However, if there is a need to travel through this role then expenses may be paid. This is dependent on the availability of finances in the Lincolnshire County Council budget. The Chair or Deputy Chair will ask if money is available for expenses prior to work being undertaken which involves travel or for payment of reducing A3 plans to A4 to send to the designer/printer. If authorisation is given a claim is made by the volunteer on Lincolnshire County Councils expense claim form. The claim form is sent to the Chair and copied to the Deputy Chair. This is then sent to Lincolnshire County Council for authorisation and processing.

### **RESPONSIBLE TO**

The post holder is currently responsible to the Chair of the Disability Sub Group of the Lincolnshire Joint Local Access Forum. However, once the position of the Deputy Chair of the Disability Sub Group is filled, the post holder will be responsible to the Deputy Chair.

### **RESPONSIBLE FOR**

The post holder is not responsible for any of the volunteers in the Disability Sub Group.

### **NOTE**

The role of Fund Raiser may change as the Disability Sub Group takes on further projects. In all cases any changes will be discussed with the post holder.