



Southern Peninsula Community Support Fundraising Support Volunteer Position Description

Preamble

Southern Peninsula Community Support (SPCS) provides a safety net for the community, supporting those who otherwise often fall through the gaps. We offer a wide range of emergency relief support including food and material aid, help with bills, advocacy, negotiation, and referral.

Most importantly we provide a space where people will feel valued and listened to, fostering trust and connection with our community. We encourage independence and aim to empower people to make positive change in their lives.

SPCS operates a model where service delivery is shared between a small group of paid staff and a much larger group of volunteers. It is governed by a Board of Management who employs a CEO to be responsible for the day-to-day management. All services provided are free, confidential, and impartial.

Volunteers undertake several roles at SPCS, including reception, client interviewing, fresh food program, administrative tasks, and data entry.

Key Position Objective

We are a small charity with much of our work supported by donations. Our donors and supporters are amazing and as we grow, we want to make sure we record and acknowledge their gifts in a timely and appropriate way.

Our volunteer Fundraising Support Worker will support our CEO and Program Manager helping make sure all donations, funds, and goods in-kind are recorded properly, receipts are processed quickly, letters and certificates of acknowledgment are sent out in a timely way.

All training is provided however if you have had experience in a fundraising environment, it would be an advantage.

Skills and Experience

- Proven skills with Microsoft Word and Excel spreadsheets
- Good communication skills
- Good literacy and writing skills.
- To be able to work co-operatively with other staff.
- To have good self-management skills.
- To be open, accepting, and able to relate to people from various socio-economic levels and cultural backgrounds.

Desirable:

- Experience working in a fundraising environment or not for profit
- To be creative and flexible.



Responsible to:

The CEO and/or Program Coordinator.

Hours of Work and Conditions

A rostered session as negotiated with Volunteer Coordinator, typically this position would work a shift of four hours within our normal business hours of 9.30am to 3.30pm. The position is on a voluntary basis.

Police Check & Working with Children Check

All staff are required to undertake a police check and a Working with Children Check.