

Volunteer Role Description

Updated 09/10/2020 v3

Role Title	Sense Fundraising Group Treasurer
Role Location	Various locations across the UK – this role is based in your local area and will involve a mix of meetings at an agreed location and being out in the community
Time Commitment	Flexible – there is likely to be busier times close to activities but this can be decided by the group
Responsible To	Community Fundraising Manger

The Volunteering Opportunity

How you can make a difference

Are you ready to take on the exciting role of being part of an ambitious fundraising group?

Sense Fundraising Groups are vital, raising awareness of the work that we do in the local area as well as raising funds to help reach and support more people who are deafblind and have complex disabilities. You will play a vital role in managing the fundraising group's accounts and making sure that all financial processes and procedures are followed.

Key Duties

What your role will involve

As the Treasurer of your local fundraising group, your role will involve:



- Keeping one eye on having fun with your group members and the other on ensuring accurate and up-to-date financial records of income and expenditure
- Act as one of the main signatories on the group bank account and take lead responsibility for counting and depositing money
- Promoting Gift Aid and its benefits to donors and other group members
- Reporting to Sense at required times throughout the year, working accurately and thoroughly using Sense's accountancy documents
- The most important bit; thanking your wonderful supporters for their generous donations.

Skills & Qualities

Will the role suit me? Yes, if you are:

- A savvy numbers guru with the ability to interpret and draw conclusions from a range of numerical data
- Organised and able to plan and prioritise multiple tasks
- Able to keep accurate records, and have a keen eye for detail
- A good communicator; with the ability to communicate information clearly
- Able to build and maintain effective relationships with others
- Passionate about the work of Sense
- Respectful of others and their diversity.

Benefits

What can Sense offer me as a volunteer?

- A full induction and ongoing support and guidance from your dedicated Community Fundraising Manager, as well as fellow volunteers
- The opportunity to develop new skills and use your existing skills
- Advice on how to set up and promote a variety of fundraising events



- Promotional and fundraising materials to support your activities
- The chance to be involved in a wide range of exciting fundraising activities and events
- The environment to meet like-minded people, all working together to raise money for Sense
- The opportunity to visit one of our services and hear stories from individuals and families we support to see how your money helps change lives
- The knowledge that you are changing the lives of those who have complex disabilities and are deafblind.

Sense

About us

For everyone living with complex disabilities. For everyone who is deafblind. Sense is here to offer personalised support to help people communicate and experience the world. We believe that no one, no matter how complex their disabilities, should be isolated, left out, or unable to fulfil their potential. Our experts offer support that's tailored to the individual needs of each person, whether that's at our centres, through our holidays and short breaks, or in people's own homes. In addition to practical support, we also provide information to families, and campaign for the rights of people with complex disabilities to take part in life.

Volunteers add real value to Sense, bringing their passion, enthusiasm and fresh perspectives to the work that we do. We believe that volunteers enable us to bring people together, and provide opportunities for people with complex disabilities to communicate and experience the world.