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**Fundraising Volunteer**
We have an exciting opportunity for a Fundraising Volunteer to join our team to support our organisation with raising funds for our events and organisation. The fundraising volunteer will also help support us contacting corporate organisations for ongoing sponsorship and donation support, as well as sponsorship for specific events and one-off projects. As with all our volunteers, our main purpose is to raise awareness of the work we are doing at Menstrual Health Project.

 **About Menstrual Health Project**

Menstrual Health Project is a UK charity founded in 2022 by Anna and Gabz, two friends who connected online due to both suffering with Endometriosis. After years struggling to get diagnosed due to gaslighting, misdiagnosis and a lack of knowledge, they both were using their social media platforms to raise awareness, advocate and share their own journeys with Endometriosis and chronic illnesses. After many conversations between them where both felt deflated and frustrated, they knew the time had come to create Menstrual Health Project, so they could do what they were currently doing but on a wider scale and a larger voice!

**Our Mission**
Our mission is to provide practical support for those suffering with menstrual health concerns and conditions through educational tools & resources. We are aware of the challenges those suffering with these concerns and conditions face, and we strive to help people navigate these conditions more confidently, accurately and comfortably, whatever stage in life they are at.

**Our Vision**
Our vision is to create a world where menstrual health is no longer stigmatised, considered a taboo & normalised in today’s society. We want everyone to feel empowered, informed & heard.

**What will I be doing?**

* Assisting with researching and approaching corporate entities (both nationally and internationally), for sponsorship, partnerships, event sponsorship, Charity of the Year partnerships, and one-off or on-going donations from corporate foundations
* Assisting with writing and delivering compelling presentations and proposals for funding to trusts, foundations and other institutes and organisations
* Drafting emails and speaking with potential partners over the phone about the work of Menstrual Health Project with the aim of securing funds for the organisation
* Online research and creation of detailed spreadsheets for a wide variety of local and sometimes national organisations, which will include but is not limited to: local businesses, charitable trusts, major donors, networking opportunities, schools, colleges, universities, other charities, events (local or national), supermarkets and more
* Maintaining and updating the detailed spreadsheets mentioned above, with information such as when they were contacted, any budget dates to be aware of, key contacts etc.

There may also be occasional data projects such as typing up details from business cards collected at an event or documenting statistics and/or information from other sources. All of these tasks will be GDPR compliant.

**What skills and experience do I need?**

* Experience of working in fundraising
* Knowledge of corporate fundraising techniques including Charity of the Year, sponsorship, donations, marketing would be an advantage
* An ability to present and engage potential partners/sponsors in a compelling way
* Good telephone manner and confident making calls and responding to enquiries
* A high degree of literacy, spelling and accurate writing and an ability to demonstrate good communication skills
* Ability to work collaboratively as part of a team and motivated to work as an individual
* Carry out tasks effectively and efficiently within set timeframes with attention to detail
* Be proficient in using the latest versions of MS Word and particularly Excel
* Competent in using the internet for web searches
* Show awareness and comply with all aspects of Health and Safety/Risk Assessment in relation to your home working environment
* Able to follow instructions and function well under supervision, but also able to work autonomously and manage own time

We are seeking a motivated and talented volunteer to support us in this role. Working in a small team, you will be supporting our founders and board of trustees.

You should be able to work under your own initiative. We will assist you by providing training, development opportunities and guidance for our volunteers. Most importantly, you will have the opportunity to support development projects.

This is a role working from home, with regular meetings online or in person with our founders and any other relevant team members.

**Please note that this is a voluntary, unpaid position. However, we do reimburse volunteers the cost of travel to any events or in person meetings via public transport (e.g. train or bus fare) or if you are travelling by car this will be paid at 0.45p per mile from your home to the relevant destination.**

**What will I gain from this opportunity?**

* You will be helping support a new charity and be part of our growth and development of the organisation
* You can develop existing skills and learn new skills and information
* Become part of a friendly and diverse team
* Attend a variety of events (virtual and in person)
* Give back to a good cause
* A huge sense of satisfaction in knowing you are helping others and making a difference to the lives of so many people
* You will be supporting a team that will rely on your input for successful campaigns, events and activities
* Acknowledgement that Menstrual Health Project would not be able to support and help as many people as we do without the commitment and loyalty of our team of volunteers

**Location:** Remote

**Time commitment:** To be discussed at the interview stage, but this is a flexible role that can be scheduled around your own work/life commitments.

 **What happens next?**

We ask if you can please read through the volunteer agreement which includes the volunteer code of conduct within the document. Then complete ALL sections of the volunteer application form and equal opportunities form. You will then need to return them to us via email: hello@menstrualhealthproject.org.uk

Please note we do ask for 2 character references, the criteria for references are as follows:

1. They are not related to you
2. They must be over the age of 18
3. They have known you for a minimum of 2 years (preferably in an educational or work place setting)

Once we have received your forms we will then send off for your references. Upon receipt of your references and both being satisfactory, one of our founders will contact you to arrange a suitable time for an interview. The interview will be carried out on a video call via Teams with our founders and chair of trustees.

If successful, we will contact to arrange a start date and discuss the induction process. Please feel free to contact us via email to discuss any questions or queries you may have about the role.

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