

## MDUK Fundraising ambassador role description

We understand that a diagnosis of muscular dystrophy changes everything. Every day Muscular Dystrophy UK is urgently searching for treatments and cures to improve lives today and transform those for future generations.

### How you will make a difference

We need dedicated volunteers to support the regional development team to deliver a high level of care to supporters in order to continue our vital work. Getting out and about in the community is a vital part to raising both funds and awareness for the charity and we simply can't have the reach we need without volunteers!

### Role title: Fundraising ambassador

**Location:** Remote

**Department:** Regional Development

**Frequency:** 2-3 hours a week

**Minimum period:** 6 Months

**Maximum period:** 2 years (can be extended)

### Summary of role

#### What you'll get out of the role:

- Meeting new people in your community and working as part of our skilled and friendly fundraising team
- A flexible volunteering opportunity that you can fit around your lifestyle
- Relevant training by MDUK

#### What you'll be doing:

As an Ambassador you will be a representative for Muscular Dystrophy UK. You will use your influence and contacts with local small businesses and individuals in the South East to help build Muscular Dystrophy UK networks and fundraising partnerships.

You will be confident in speaking about the cause and the work of the charity; developing relationships with key supporters and individuals as part of the process. Raising awareness of who we are and what we do is very important to the charity so we are looking for a proactive volunteer who will seek out speaking opportunities and make asks on behalf of the charity to attend events where further awareness can be raised.

Specific tasks may include;

- Introduce your Regional Development Manager to decision makers in local companies and community organisations

- Promoting small business involvement in our Go Orange day and Bake a Difference and/or any other suitable initiatives and events.
- Using your experience to help Muscular Dystrophy UK maximise returns from our small business partnerships and local media partnerships
- Making introductions to key community figures, groups and networks (e.g. MPs, mayors, WI, golf clubs, rotaries etc)
- Helping us to recruit skilled volunteers from your networks
- Providing feedback to help us improve and develop the way we work
- Attending events and meetings on behalf of Muscular Dystrophy UK. The events and activities the charity is invited to vary from large conferences or fundraising balls through to other fundraising activities such as supporter coffee mornings, quiz nights and cheque presentation opportunities
- Delivering key messages about Muscular Dystrophy UK. Speaking about muscular dystrophy and the work of the charity in fighting muscle disease
- Recognising opportunities to exchange contact details and develop relationships
- Feeding back to the Regional Development Manager on events, key individuals and any actions to be followed up

#### **What you'll bring:**

- Excellent oral communication
- Confident to deliver key messages clearly and enthusiastically
- Strong communication and influencing skills, especially over the phone and on email
- Relationship building – when attending events you are the eyes and ears for your Regional Development Manager. There is great potential to develop leads and opportunities for the charity.
- An understanding of how a charity partnership can benefit a company
- You will need be adaptable to different situations and ensure you research and prepare material appropriate for your audiences
- Flexible to attend events at irregular dates and times throughout the year
- A commitment to and an understanding of disability issues, equal opportunities and diversity.
- A willingness to engage new audiences
- Can volunteer independently and as part of a team

#### **Commitment to volunteers**

##### **What we expect from you:**

- enthusiasm and commitment to supporting the work of MDUK
- to maintain and uphold the reputation and good name of the charity
- to listen to, and work co-operatively with paid members of staff and other volunteers – treating all with courtesy and respect
- to take reasonable care of your own health and safety and that of others who may be affected by their acts or omissions
- to support the charity's equal opportunities and diversity policy – helping to promote this to all our supporters
- to provide us with feedback on how we can improve your volunteering experience with the charity

- to inform us if your commitment to us, for any reason, can no longer continue

**What you can expect from us:**

- your main contact will share the *Volunteers' handbook* with you, which will act as a summary of the information within the Volunteer Policy (you can ask for the full policy document if you'd like, too)
- regular email updates on the charity's work
- contact with other volunteers working with MDUK
- your main contact will work with you to provide any support and training you need to fulfil your role
- you can claim back pre-agreed reasonable expenses as per the MDUK expenses policy (which is outlined in your *Volunteers' handbook*)
- insurance cover, while volunteering, under MDUK's public liability insurance, as per the insurance policy (which is outlined in your *Volunteers' handbook*)
- a formal, written procedure for resolving difficulties; if you have a complaint it will be dealt with promptly and fairly.

**Other**

<b>DBS check:</b>	Required
<b>Safeguarding training:</b>	Required
<b>GDPR training:</b>	Provided
<b>Confidentiality agreement:</b>	Required
<b>Access to internet:</b>	Required