



Victim Support Isle of Man

Helping people cope with crime

POST: **Fundraising Volunteer**

REPORTS TO: General Manager

Role

To help out and assist the VSIOM Team with fundraising and events throughout the year.

Events are most likely to take place in the evenings or on weekends.

Main Responsibilities

The role can be as much or as little as you feel comfortable with and your availability permits. Your preferences for involvement can be discussed with the General Manager, and recorded on our database so that we involve you appropriately.

You may wish to help in the following areas:

- Assisting with the planning and organising of events, including but not limited to:
 - helping to book venues,
 - make contact with key event stakeholders,
 - sourcing equipment and prizes

- Assisting at fundraising or awareness events such as:
 - Helping with setting up venues, decorating if themed
 - Accepting donations either through bucket collections or using the card machine
 - Encouraging people to purchase raffle tickets
 - Helping out on stalls e.g. bottle games, hook a duck, guess the name of the reindeer
 - Seasonal activities such as carol singing
 - Raising awareness of Victim Support services at local events

- Assisting in the collection and maintenance of the Collection Tins that are located around the Island, including:
 - Maintaining contact with the location of the tins
 - Arranging collection and delivery of the tins
 - Counting the contents with the VSIOM Administrator
 - Writing thank you letters acknowledging amounts
 - Issuing annual certificates of thanks with amount raised for display in each location
- Working with Third Party fundraisers who may need equipment or support at events or activities that they are arranging.
- Be a member of the Fundraising Committee who meet quarterly and help develop new ideas and initiatives

Experience and Skills

No previous experience is needed just a friendly and positive attitude.

Rewards

Victim Support IOM rely on donations and fundraising to cover approximately 60% of our total running costs each year, so the reward of a fundraising volunteer would be the feel good factor of raising money and increasing awareness of Victim Support IOM.

This enables our Welfare team to keep providing emotional and practical help to victims of crime or their friends or family who are also impacted by this.