



Volunteer vacancy

EVENTS AND FUNDRAISING CO-ORDINATOR

Kent Greyhound Rescue would like to recruit a dedicated Events and Fundraising Co-ordinator to play an active role in our volunteer team. The role will require you to work at home and at event locations. The required time commitment is flexible but ongoing. We are a busy and growing charity and ask you to be sure that you have the enough time available in your week to make a regular commitment before making an application for this important and responsible role.

You normally will need to be able to **travel to events by car**.

Key Tasks:

- Plan, organise and supervise fundraising events
- Liaise with the event volunteers before and after the event
- Follow event specific guidelines including The Institute of Fundraising.
- Collect and count monies afterwards.
- Complete relevant paperwork and notify volunteers.

Skills Needed

- Excellent telephone manner and written communication skills
- Good knowledge of the Kent area
- Proactive and organised and able to use your own initiative
- IT skills and good numeracy skills.
- Computer literate and comfortable with the main Microsoft Office tools, and emails.
- Outgoing, friendly and proactive character.
- Be comfortable volunteering within a group or by yourself.

Benefits To You

- Being part of a friendly team who save and rehome 150 dogs per year.
- **Gain practical fundraising skills and experience.**

Kent Greyhound Rescue

Kent Greyhound Rescue helps greyhounds and other sighthounds in need of rescue, rehabilitation and rehoming. It provides safe refuge for the dogs in its care until a suitable home-checked home can be found.

Skills

Experience

You must be over 16 to volunteer and you will need to be able to drive to the event locations. If you would like to be part of the KGR volunteer team, please email us at

info@kentgreyhoundrescue.com

Please give a brief outline of your relevant experiences and a contact telephone number.

