

Volunteering at Rowan Opportunities

Fundraising, events and retail volunteer

We are looking for volunteers to support with our fundraising, events and retail activities on an ad hoc basis. These activities are vital to financially support the day to day running of the charity. It is also a great way to engage with the local community and raise awareness of Rowan and what we do.

We are looking for a range of people to help with all or some of the following depending on your skills or interests:

- Supporting with planning of our events.
- Helping out at our events e.g. selling products from our shop, meet and greet public, setting up and packing down.
- Support with packaging and posting online orders and inputting products on our online shop.
- Organising your own fundraising events for Rowan e.g. a fundraiser at your place of work or a coffee morning in your community.

We'd also love to hear from you if you have previous experience in retail marketing, managing online shops, or photography for retail; and you would be open to offer consultation services on a voluntary basis.

	Criteria
Relevant experience	<ul style="list-style-type: none"> • Retail, hospitality, or any other customer-facing experience • Cash handling • Strong communication skills • Can work as part of a team <p>Desirable:</p> <ul style="list-style-type: none"> • Fundraising experience • Events management • (Retail) marketing; online shop management • Retail photography
Any qualifications needed? / Is a DBS needed?	N/A

<p>Timings and days</p>	<p>This is a completely flexible role and the amount of time you give is down to you. Our events tend to be at the weekend and/or evenings. There may also be tasks outside of our events which can be completed in your own time, remotely.</p>
<p>What will be expected / list of possible tasks / what you will be asked to do</p>	<p>Fundraising:</p> <ul style="list-style-type: none"> • Assist in planning of Rowan events e.g. contacting local businesses willing to donate prizes • Organising fundraising within the local community with support of Rowan’s Fundraising and Events Manager <p>Events:</p> <ul style="list-style-type: none"> • Meet and greet public • Manage our Rowan Shop – promote products for sale, take payment by cash or card • Support with set-up and/or pack-down • Promotion of Rowan events e.g. putting up posters or handing out flyers <p>Retail:</p> <ul style="list-style-type: none"> • Packaging and posting online orders • Input of products on webshop platform • Consultation services
<p>Will there be any training?</p>	<p>You will have an induction meeting with our Fundraising and Events Manager which will involve learning more about what we do at Rowan and show you our arts centre.</p> <p>If running a Rowan Shop at an event, we will show you how to use our Sales system on iPad, and provide you with information about our range of products.</p>

How do I apply?

If you are interested in applying for this volunteering role, please [complete the form on our website by clicking here](#). If you have any questions or would like any more details, please email us at fundraising@rowanhumberstone.org.uk or call 01223 566027.