Role Description

**About Encompass**:

Encompass Southwest is an independent community based charity working to prevent, reduce and resolve homelessness, rough sleeping and the impact of poverty and financial exclusion across North Devon, Torridge and West Devon.

Our vision is simple, everybody deserves somewhere safe to sleep at night and though our continued work we will strive to ensure that no one ever has to sleep rough or face the effects of social & financial exclusion. To be recognised as a service that has the client at the heart of all its decisions, that’s accessible to everyone and free of discrimination.

**About this Role**:

Encompass Southwest is looking for enthusiastic and motivated individuals to join our team of volunteers to help raise our on-line profile within our community via our social media sites. We really want to shout about our great work and this role will support us with this.

**Role**: Social Media Volunteer

**Reports To**: Office & Finance Manager

**Estimated Hours**: As a volunteer you control the time you give and Encompass Southwest will always try to be flexible and fit in with your other commitments

You will only be asked to do short-term or one-off events

 You will be offered specific volunteering opportunities but you will decide whether you take part

**Aims**: To represent and promote Encompass’s work in the community, raising funds and inspiring local supporters.

**Responsibilities**:

* To familiarise yourself with the projects and work that Encompass deliver within the local community.
* To attend, where possible training and contribute to fundraising meetings.
* To promote the work of the organisation amongst local community groups, schools, church groups, local and national business.
* To motivate and facilitate supporters to maximise funds they raise.
* To attend fundraising activities to provide support and encouragement
* Organise activities such as sponsored events and collections

**What we are looking for in our volunteers:**

* Imagination and enthusiasm
* A professional and friendly telephone manner
* Good written communication skills
* The ability to persuade
* Ability to work on own initiative
* Previous fundraising experience would be a bonus

**What you can expect from us:**

* Full on-the-job training, induction and support will be provided
* Would suit someone wanting to start a career in fundraising
* Expenses would be provided

**Specific Roles:**

Collection Box Co-ordinator

Supermarkets Co-ordinator

Local Business Co-ordinator

Turning recycling into Cash Co-ordinator

Individual Events Champions

Community group co-ordinator

**How to Apply:**

Contact us on 01271 371499 to talk about how you can become a volunteer for Encompass Southwest