



40 Years of WomenCentre **Volunteer Role Description – Fundraising and Events Volunteer**

WomenCentre

WomenCentre is a local Charity that works in Kirklees, Bradford and Calderdale supporting over 4500 local women a year. Our main areas of work are Intervention, Prevention, Recovery and Empowerment. Women also receive support with practical issues such as parenting, managing debt, and housing and immigration issues. Our services reach many women who are at points of crisis: women experiencing acute and chronic mental health difficulties; in contact with the criminal justice system; women refugees and asylum seekers; women in poverty; those with drug and alcohol problems; and victims of domestic violence and their children.

We reach out to the community to help us to raise funds and raise awareness. 2025 will be our 40th Year and we want to celebrate, raise money, and spread the word about our 40 years of work and the difference we have made to women and their families.

Purpose of Role

To help raise unrestricted funds for WomenCentre. Working with individuals, partners and external organisations and community groups to organise and encourage fundraising for WomenCentre to celebrate our 40 years. We want to build a working group of enthusiastic and dedicated volunteers to help plan events, activities and fundraising throughout 2025.

Primary Duties

- Meet with the working group to discuss, plan and organise events and fundraising to celebrated WomenCentre 40th Year. Review and evaluate activities and contribute to reports for the Board of Trustees.
- Collect promotional materials, buckets, and card reader from WomenCentre office before and return after events.
- Contribute to a calendar of fundraising activities for the year, including planning and facilitating fundraising activities
- Encourage people and organisations to raise funds for WomenCentre and help provide them with information and items they need.
- Support those raising funds from WomenCentre as and when required.
- Help with research, promotion, and marketing to tell our story and the difference we have made over 40 years.
- Attend events and give talks about WomenCentre and encourage people to get involved.
- To ensure there is liaison with key staff members.

Skills/abilities/knowledge required.

- Passion for women's issues and supporting WomenCentre
- Ability to get to and from events with the promotional material.
- Energetic and enthusiastic with an ability to engage with people.
- Planning and organisational skills.
- Contacts with community, business, and partner organisations.
- Confident when speaking in a group setting.

Internal Contacts

- Communications Manager
- CEO & Deputy CEO
- Volunteer Coordinator

Key Messages

BE A MEMBER: If every woman was a member, we would never need funding again!
<http://bit.ly/womencentremembership>

DONATE: Men can also be regular supporters <http://bit.ly/Womencentredonate>

FUNDRAISE: Fundraising packs are available all year email:
maxine.edwards@womenCentre.org.uk

CORPORATE: Corporate support packages available <http://bit.ly/WCCorporate>

MATRONS AND AMBASSADORS: [Our Matrons & Ambassadors | WomenCentre Calderdale and Kirklees](#)

Requirements

- A commitment to be involved for the next 18 months to plan, organise and attend events and fundraising. To attend monthly update meetings.
- A commitment to attending updates and training to promote role.
- Ability to drive or transport leaflets and banners to events and activities.
- Feedback information and questions for other organisations and the public.
- To report any safeguarding/risk concerns regarding anyone you are supporting to jane.ashworth@womencentre.org.uk
- To be on time for arranged visits and events and fundraising activities and notify staff if you are unable to attend.

If you are interested in this volunteer role, please contact WomenCentre via email
jane.ashworth@womencentre.org.uk

If you would like to discuss the role please email Maxine.edwards@womencentre.org.uk

NB: This position is open to women only (Equality Act 2010, Schedule 9, Part 1 applies).