

Create Strength Group Volunteer role description

Role Title: Fundraising Bid Writer Volunteer

Location: Create Strength Group Office (BD1) / Home-Based

Responsible to: Volunteer Coordinator

Hours: Minimum of 2 hours a week (in the office)

About the service

Create Strength Group (CSG): Founded in March 2015, provide support to long-term chronic users of cannabis, spice, and legal highs, CSG has quickly evolved beyond this core focus and now delivers essential information, advice, assistance, and support to anyone whose life is affected by their own, addictive behaviour or that of someone close to them.

What is a Fundraising Bid Writer Volunteer?

A Fundraising Bid Writer volunteer is instrumental in growing CSG services to ensure that we can continue to meet demand and provide our support to people that are going through addiction and are hoping to recover.

Key tasks & responsibilities

- Researching and Identifying Funding bodies with potential to benefit CSG
- Coordinating, writing and submitting funding bids
- Contacting trusts and foundations on the phone or by email
- Maintaining a database of funding trusts and foundations
- Keeping up to date with developments from the funding sector

Skills and experience

- Proficient in English writing skills
- Some knowledge of charity funding and experience of writing successful funding bids

- An organised and self-motivated personality
- Able to carry out tasks independently
- Access to using a computer
- Flexibility in working style (working from home and the office)

Training and support available

- As a CSG Volunteer you will have a full induction when you start
- The Volunteer Coordinator will support you throughout your time as a volunteer
- CSG will offer you to develop your skills and experience
- You will have the opportunity to develop knowledge of CSG services through in-house training
- We will provide you with travel expenses on the days you volunteer

What you will get out of volunteering with CSG

- Use your skills and experience to contribute to the success of our organisation and make a positive difference within CSG.
- You will be part of CSG's volunteering programme and will be able to find about other opportunities that CSG offers to volunteers.
- Enhance your CV by developing new skills and gaining valuable experience
- We will provide you with a reference for your future vocation/volunteering

Other requirements

All volunteers are expected to attend an induction and training and will receive weekly supervisions.

This role is subject to a trial period of 1 month. This allows us to review whether the role is suitable and if expectations of both the volunteer and CSG are being met.

You will be required to provide a reference and undergo an Enhanced DBS check for this role. This is necessary due to the nature of the volunteer role and organisations activities supporting vulnerable service users.

Also, having a criminal conviction does not automatically exclude you from volunteering depending on the risk and relevance to the role.

Contact information

For further information about the role please contact Valeeya Khizar

Tel: 07759 053653 Email: project.administrator@cslhg.org

Please send your application form to – createstrengthgroup@gmail.com