**Volunteer Brief**

**Trust Funding Researcher**

**About the organisation**

One-Eighty, established over a decade ago, has a significant track-record supporting young people aged 4-18, and their families, with their mental health and education needs. We achieve this through tailored therapeutic psychology-based interventions and preventative early help projects.

Over the last academic year, we have directly impacted the lives of nearly 1800 young people and their families. Working across Buckinghamshire and Oxfordshire, we support young people in the following ways:

* intensive one-to-one interventions for those with the most complex needs which usually prevent them from attending school;
* preventative mental health/ early help projects to teach strategies to support mental health needs;
* training and therapeutic supervision for professionals to enable them to support young people with their mental health and education challenges;
* working with individual schools to create a whole-school approach to supporting young people’s mental health (Schools Partnership Model). Positively impacting staff retention, attendance figures, community engagement and Ofsted ratings. Ultimately improving whole school outcomes.

**About the role**

The role of Trust Funding Research Volunteer will support the Development team to understand new opportunities for Trusts and Foundations funding applications and to prioritise applications accordingly.

Using a variety of sources, the Trust Funding Research Volunteer will review potential funding opportunities against set criteria and provide a summary/overview of the type of application that is needed.

**Task and responsibilities**

1. Use the Donorfy CRM system to record findings (training will be given)
2. Create a list of opportunities to be reviewed – this may be from existing lists or may require different searches to be undertaken
3. Qualify the opportunities according to set critiera, for example whether the Trust Funder supports projects associated with young people, are they local/ regional/ national and do we meet their application criteria
4. Set-up an ‘opportunity’ within Donorfy, recording the information gathered and detail any time frames for applications.

**Skills and qualities needed**

* This person needs to be very organised, methodical and systematic in their thinking
* Strong attention to detail is essential as you will be creating opportunity records in a database that will feed into bid prioritisation
* You should have an inquiring mind and an ability to quickly read through detail to find relevant information that will determine current opportunities.
* Volunteers should be proficient with IT and have a working knowledge of spreadsheets, databases or CRM systems
* Experience of fundraising or communications is not essential but could support understanding

**When and where**

* Initial Handover – a volunteer should be able to attend a small number of half-day meetings at our office (our address is listed on the front page of this document)
  + Timings between 10-4pm – parking will be provided
  + Approximately 1-2 meetings will be required
  + The exact number of meetings can be decided at the handover stage and will depend on the volunteer’s experience
* After the handover:
  + Trust funding research can be undertaken remotely - Donorfy is an online CRM system, and your own unique login will be provided
  + Up to 1 day a week of volunteer hours is required
  + There is flexibility across Monday-Thursday, 10-4pm as to when these hours are completed
  + There may be a requirement to attend an online meeting via Teams (a meeting link will be provided) to go through specific tasks or contribute to the development of fundraising activities.

**Support offered**

* You will be partnered with a member of the Development team who will be able to support with questions/ queries.
* Donorfy has very good support videos of ‘how to guidance’ that are easy to understand and for more technical queries, their helpline is very responsive

**Benefits**

* You will be part of a small, friendly Development team and will play a vital role in supporting us to raise much needed funds
* You will have the opportunity to develop skills in fundraising, communications, donor care and database management
* We organise a regular staff team training slot at the office on a Monday (2-3pm). Some training slots may be of wider interest to volunteers, and they would be welcome to attend should they wish.

**Expenses**

* We encourage all our volunteers to claim expenses as we do not want you to be out of pocket for giving your time. We also want to make sure that volunteering with us is accessible to everyone regardless of their personal circumstances.
* We will reimburse the travel costs of volunteers and our Volunteer Expenses Policy sets out how we will do so. It is written to ensure that neither we nor our volunteers face any legal, tax or benefits problems.

**Any other information**

* + You will need access to your own laptop/ desktop computer
  + One-Eighty will provide a confidential login to Office 365 and relevant email addresses alongside your own unique Donorfy login.