



Classification - Confidential



# **Application Pack**

## **Fundraising Support Volunteer**



## **Re: Fundraising Support Volunteer**

Dear Applicant,

Interested in volunteering with an exciting and vibrant charity? The Junction Foundation, a respected charity known for empowering young people and transforming lives, seeks volunteers to support with our fundraising programme.

### **Make a difference**

Our vision is a world where no child, young person or family is left to struggle, we are looking for volunteers who share this vision and want to get involved in making it happen!

### **Gain Experience and develop skills**

This is an excellent opportunity to gain skills, knowledge and experience that can help to access employment and training in the not-for-profit sector.

### **Ready to get involved?**

Download the application pack at <https://thejunctionfoundation.com/recruitment/> for more information.

If you would like to discuss the volunteering programme or have any questions about the role, please contact Tim Coyte on 01642 756000 or via email at [tim.coyte@thejunctionfoundation.com](mailto:tim.coyte@thejunctionfoundation.com)

Once you have completed your application, please return it to:  
[recruitment@thejunctionfoundation.com](mailto:recruitment@thejunctionfoundation.com)

Or alternatively post to The Junction Foundation, Westfield Farm, The Green, Dormanstown, Redcar TS10 5NA, please ensure your envelope is marked PRIVATE AND CONFIDENTIAL.

The post is subject to relevant safeguarding procedure which includes a satisfactory Disclosure and Barring Service check. We look forward to receiving your application.

Yours faithfully,  
Beth Major  
Chief Executive Officer



## Role Description

**Role Title:** Fundraising Support Volunteer (FSV)

### About The Junction:

We're a vibrant charity, empowering children, young people, and their families in Tees Valley. We believe in building trust, self-belief, and a sense of belonging through positive relationships and meaningful participation. We're proud of our reputation for championing children and young people's voices and driving positive change through social action.

**Hours:** Flexible e.g. 1 day per week, 3 hours per week, 2 days per month etc.

Volunteers can leave at any time however, volunteers and The Junction Foundation will benefit most from an experience that lasts for 6 months or longer.

### Role Purpose:

To support The Head of Development in raising funds to further The Junction Foundation's mission.

### Support and key contacts:

The FSV will be supported by The Head of Development and The Volunteer & Training Coordinator, further contacts will include Coordinators and Programme Managers when working on project specific fundraising.

### Fundraising Support Volunteer activities:

The FSV will support The Head of Development to identify relevant funding streams, write small to medium applications and support larger scale funding projects. This will include applications to a range of funding bodies including Trust Funds and other sources of funding such as corporate donations.

The role will involve a range of different activities such as;

- Using bespoke search engines to identify potential funding
- Generic applications to Trust Funds for core costs
- Specific small grant applications for activities to support projects such as Young Carers – supplementing commissioned services with extra funds
- Identifying funding opportunities for specific programmes such as volunteering and developing applications with Coordinators and Programme Managers
- Familiarisation with The Junction Foundation's activities through visits to projects, celebration events and some involvement in planning and development meetings
- Working directly with young people around specific funding and project development this may include working with The Junction Heart, All Our Futures Forum, the Youth Advisory Group and other youth voice groups
- Being committed to your own personal development partaking in development opportunities and undertaking training and supervision



The Head of Development and Fundraising Support Volunteer will determine an appropriate balance between these activities, it is anticipated that this may involve a trial period, further fundraising methods may also be developed.

### **Volunteering options**

Volunteering options will be discussed with you in terms of time commitment, work locations and content upon application. We will try our best to accommodate your needs in relation to any reasonable adjustments you may need to make volunteering possible.

### **What The Junction offers volunteers:**

- A clear induction process and training programme that aims to equip you with the skills, confidence and knowledge to support vulnerable children and young people
- Clear boundaries around your role and not replacing paid staff members within your role, ensuring you receive the support that you need and are not given responsibilities of an employed position.
- Consultation and involvement within Junction activities and about your role at least annually.
- Clearly defined support and supervision to enable you to develop within your role.
- The reimbursement of reasonable costs associated with your voluntary role.
- A safe working environment including insurance coverage for your work at The Junction Foundation.

### **Our Expectations of volunteers:**

The support and successful involvement of volunteers within our activities has benefits to the organisation in being able to better support delivery of our service to children, young people and families, however, to support successful volunteering opportunities this also has a significant financial and resource investment from us therefore our expectations of volunteers are:

- It is clear from the outset the time period that volunteers can commit to and where possible this is honoured.
- Meet agreed expectations of the role.
- If your plans for volunteering change, to let us know
- Attend support, supervision and training required for the role.
- That volunteering expense claims should be made promptly.
- All volunteers familiarise themselves, and adhere to, our key policies around Volunteering, Equal Opportunities, Safeguarding, Health and Safety, Confidentiality and Information Security