



Volunteer Role Title:

Fundraising Volunteer

Responsible To:

Executive Director: Hugh Torrance (hugh@leapsports.org)

Purpose of the Role:

LEAP Sports Scotland is committed to breaking down the structural, social and personal barriers which prevent lesbian, gay, bisexual, transgender and intersex (LGBTI) people across the country from accessing, participating and excelling in Scottish sports. We believe that sport, and all the benefits it brings, should be for everyone. We are dedicated to making Scotland a proud leader in the ongoing campaign to recognise and celebrate diversity in sport.

As a member of our fundraising team, you will be making a vital contribution to our efforts to develop and implement creative and effective fundraising events, to build positive relationships with donors and to act as ambassador for the work that LEAP Sports undertakes to businesses and individual members of the public.

Main Tasks:

- Developing fundraising campaigns and strategies
- Building relationships with and securing donations from local businesses and organisations
- Supporting the LEAP events team in designing and delivering community fundraiser events and activities
- Participating in fundraising activities

Person Specification:

Skills, Qualities and Experience:

Essential:

- Excellent interpersonal skills
- Passion for LEAP goals and principles
- Work autonomously and with appropriate initiative

Desirable:

- Experience of community-level fundraising activities
- Experience of working with small budgets

People from all backgrounds are welcome to apply and we would particularly encourage applications from the BME community, who are currently under-represented within our team.

Where and When:

Where:

Where work is mostly planning related, you're very welcome to make full use of our office and collaborate where possible with members of our staff team, utilising our computers, print resources, Wi-Fi and amenities. Some of the fundraising activities you will be involved in delivering will necessarily take place in external venues and locations.

Where tasks may require you to meet with staff members and/or other volunteers, you may be asked to attend meetings at specific times. These times can be negotiated based upon schedules and commitments of volunteers, as well as always held in accessible locations. Phone or video conferencing can also be arranged for those unable to travel or located more remotely.

You may also be asked to attend events and meetings to represent the organization. We will support volunteers in every such instance to be able to undertake these duties where they may otherwise be faced with travel or access barriers.

When:

The planning and administrative side of this work is expected to take place mostly within the standard working hours of 9am-5pm, Monday – Friday, however many fundraising events will happen during evenings and weekends. Given that possibility for this work to include evenings and weekends, LEAP will work with you to develop a flexible working schedule and time commitment which are both tailored to that potentiality and any other commitments you may have, without expecting uniform attendance at all and any events.

Training & Support Provided:

- Introductory training and ongoing support
- Tailored training relevant to specific roles and/or tasks undertaken
- Group support and supervision opportunities, including regular line manager check-ins
- Use of any other relevant resources as required
- Volunteer social and recreational events with staff team

Expenses:

Travel expenses to and from required meetings will be reimbursed, as well as any other reasonable expenses incurred in the process of performing volunteering duties for the organisation.

Accessibility:

LEAP Sports Scotland strives always to provide a supportive environment which is cognisant of the intersectional needs of staff, volunteers and service users from a variety of diverse backgrounds. We are therefore determined to ensure that we do everything we can to help make LEAP a positive organisation to be involved with for people who are disabled or who may have any additional support or access needs.

LEAP Sports Volunteer Statement:

By volunteering with us, you are giving your time and energy to help us achieve our goals and as such it is our responsibility to create a working environment and organisational culture in which you feel comfortable, safe, included, listened to, supported and valued. It is our responsibility to ensure that we provide you with an environment of this kind. As such, we will work with you upon the initiation of any volunteer role undertaken and throughout that role to ensure that this is the case.

It is also paramount to the LEAP staff team that you enjoy and gain from your role as a volunteer with us; we believe that volunteering with us should constitute a relationship of mutual benefit which enables volunteers to pursue personal interests, develop skills, make social and professional connections, enjoy recreational opportunities and to advance their personal development. This is the ethos which informs the parameters of all our voluntary roles and we always welcome any feedback from volunteers as to how we can best ensure this.

Volunteer Support:

One of our team members will be available to you to discuss your access needs, and to develop a plan for how we can best meet them.

General queries: Andrew Marshall (andrew@leapsports.org)

Application process:

Our application is a simple online form which you can find via the volunteer section on our website: <https://leapsports.org/support-us/volunteer>

Following the submission of your application, we will be in touch within 2 weeks to advise you of the next steps.