**HOW TO…. BE A FUNDRAISING OFFICER**

This role is important if your society is serious about raising money for charity! This role is dedicated to managing the day-to-day running fundraising activity and developing new and existing fund-raising opportunities.

•Advise and assist the RAG committees and volunteers in the organisation and promotion of their activities

•Ensure effective publicity of UBU’s fundraising projects.

Promote student involvement in RAG and other student fundraising activities.

2. Alongside the RAG Executive Committee, organise and coordinate RAG events, and attend as many as possible.

3. Alongside the RAG Executive Committee, recruit students to join RAG and its programme of fundraising activities.

4. Encourage and support student fundraising throughout the student population.

5. Promote the work of RAG through local, national, student and University media.

6. Represent RAG nationally through the National Student Fundraising Association (NaSFA).

7. Maintain financial records for all fundraising events, in conjunction with the RAG treasurer, and provide financial reports as and when required.

8. Act as a first point of contact for all fundraising volunteers

9. Liaise with external partners and sponsors.

10. Seek sponsorship and advertising for events and publications.

11. Investigate and prepare reports on new initiatives.

12. Provide general information and advice to fundraising volunteers on all relevant matters.

13. Ensure all activities adhere to UBU health and safety policy, including the submission of risk assessments and trip registrations.

14. Arrange insurance for events and activities as and when required.

15. Arrange the appropriate licences for events, such as street collection licences, as and when required.

16. Working alongside the marketing and communications department, ensure all web and print based information pertaining to fundraising events is updated regularly.

17. Evaluate and, in conjunction with the RAG executive committee, make recommendations on funding applications from charities and on other ways in which RAG can support their work.

18. Establish or maintain strong links with Halls of Residences and JCR committees where possible

19. Support UBU’s annual events that promote student activities, such as Freshers’ Fair, RAG and Volunteering celebration, Union Awards, and other events where appropriate.

20. Attend and support the RAG executive committee meetings.

21. Undertake such other tasks as may be necessary in order to achieve the objectives of the Students’ Union.

SKILLS

Excellent verbal and written communication skills

Excellent interpersonal skills

Good level of ICT skills with a range of packages

Ability to manage finances

Ability to work as part of a team and on own initiative

Excellent administrative & organisational skills

Excellent time management skills

Project management skills

**ATTITUDES/**

**BEHAVIOURS**

Creative & innovative in approach

Enthusiastic and energetic

Flexibility in responding to a varying workload

Ability to work calmly under pressure and meet deadlines

Commitment to the principles of equal opportunities

Commitment to working for the welfare of students and for a democratic organisation