



## POSITION DESCRIPTION

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TITLE	Events Fundraising Volunteer
REPORTING TO	Head of Individual Fundraising
LOCATION	Melbourne
EMPLOYMENT DETAILS/HOURS	1-2 days per week 3 month volunteer placement (Jan-March)

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### Introduction

WaterAid's vision is of a world where everyone has access to safe water and sanitation. Our mission is to transform lives by improving access to safe water, sanitation and hygiene (WASH) in the world's poorest communities. WaterAid works with partners to maximise its impacts for policy change/influence.

WaterAid works through supporting local organisations and government authorities to design and demonstrate appropriate and sustainable WASH programs. WaterAid also seeks to influence policy change through government and other key sector actors to secure and protect the right of poor people to safe, affordable water and sanitation services.

Everything we do is shaped by our six values:

- Integrity
- Respect
- Collaboration
- Courage
- Accountability
- Innovation

WaterAid is a child safe organisation. We recognise that we must meet community expectations and the trust placed in our personnel to maintain the highest standards of conduct with children. Therefore, all positions within WaterAid are required to comply with our Child Safeguarding Policy and Code of Conduct.

WaterAid is committed to protection from sexual exploitation and abuse in everything we do. The values and standards we uphold are highlighted in our Global Code of Conduct. All positions within WaterAid are required to comply with our Global Code of Conduct.

### Position Summary

The Events Fundraising Volunteer is responsible for creating a positive experience for Water Challenge participants by supporting their fundraising needs, answering questions through the main contact points of email and phone, and fulfilling requests for fundraising materials.

Key outcomes of this role are to:

1. Maximise engagement with Water Challenge participants through phone, emails and social media
2. Support Water Challenge participants with fundraising efforts by offering fundraising advice and tips.
3. Fulfil requests for fundraising items and prizes by mailing out items as needed

4. Answer general questions and enquiries about the event
5. Manage and updating database of participants to be contacted based on actions.

### **Key Performance Areas/Accountabilities**

The Fundraising Events Volunteer reports to the Head of Individual Fundraising and is a member of the Corporate & Community Engagement (CCE) team. The role works supports the broader Individual Giving department and will interact with other members of the team. This role also has a high level of interaction with suppliers and WaterAid donors and supporters.

### **Qualification, Skills & Attributes (Key Capabilities/Selection Criteria)**

- Exceptional communication skills via phone.
- Experience in fundraising- in particular in the events space- is desirable.
- Proven ability to engage a wide range of people in a cause.
- Proven ability to successfully manage multiple projects simultaneously, working to a high standard under own initiative.
- Strong administrative and word processing skills.
- Commitment to WaterAid's values and a working style that reflects these.

### **To Apply:**

Please submit an application to [recruitment@wateraid.org.au](mailto:recruitment@wateraid.org.au) by Monday 16<sup>th</sup> December.

Applications for this position must include a resume and a cover letter addressing the above Qualification, Skills and Selection Criteria.

Applicants must have the right to work in Australia.