

Fundraising Volunteer Job Description – February 2026

Job Title: Volunteer Fundraiser Officer

Location: Homebased and/or Temwa Office, Bristol

Start Date: ASAP

Duration of work: Part time 1 day a week (minimum 3 months duration)

About Temwa:

We are a small but impactful Bristol based International Development charity. We partner with communities in Malawi, supporting local people to end poverty and transform their own futures. We also inspire local communities in the UK to help bring about this change. *Temwa* means 'love, within a community,' in the language of Tumbuka.

Temwa draws on 20 years working with remote communities in Malawi to understand that many of the challenges faced by poor rural communities are linked and mutually reinforcing. To make a lasting change, we adopt a community driven approach and work through local structures to tackle the various causes of poverty simultaneously, not just symptoms.

We have a highly skilled team of over 25 employees in Malawi implementing this work, based out of two offices in the Northern Region. Our UK office, based in central Bristol, comprises of a small fundraising, programmes and operations team of just seven staff (most of which are part time,) and a wider family of volunteers and supporters, committed to achieving this goal.

Volunteer Role overview:

We are looking for a highly motivated and committed volunteer, with a passion for international development, to support our programmes team in the UK. This is a great opportunity to join a small, friendly team and gain valuable experience of working in the charity sector.

Main Duties

Under the direction of the Trust and Programme Officer, you will be:

- Identifying and researching new Trusts and Foundations and making recommendations to the Trust and Programme Officer of suitable trusts & foundations to apply to
- Sending out smaller applications or completing online applications for Trusts grant up to £3,000.
- Updating the Etapestry database and relevant spreadsheets with information on trusts including when applications have been made

Other ad hoc support for the wider team as required

Do you have the skills we're looking for?

Essential

- Experience of working on development projects
- Good research and writing skills
- Good presentation and communication skills

- Excellent attention to detail
- Ability to work flexibly in a team with enthusiasm and commitment
- Interest in Temwa's aims and objectives and a passion to do something about it
- Strong IT skills; word, excel

Desirable

- Degree standard qualification or similar
- Experience of working or volunteering with NGOs or charities
- Understanding of project management
- Experience of researching and documentation

If you'd like to apply, please send your CV and a cover letter outlining what you can bring to the role to the Fundraising and Programmes Officer – Zoey Kontos, Elizabeth.kontos@temwa.org.

We look forward to receiving your application!