



## **Trust Fundraising Volunteer Job Description - September 2021**

**Job Title:** Trust Fundraising Volunteer

**Location:** Homebased and/or Temwa Office, Bristol

**Start Date:** ASAP

**Duration of work:** Part time 1-2 days a week (minimum 3 months duration)

### **About Temwa**

Our goal at Temwa is to harness the power of bringing communities together. We partner with communities in Malawi, empowering local people to end poverty and transform their own futures. We inspire local communities in the UK to help bring about this change. When communities come together. *Temwa* means 'love, within a community,' in the language of Tumbuka. We are a Bristol based charity committed to empowering remote African communities to end poverty and transform their own futures.

We know that without the central involvement of the communities in a project we cannot do anything that lasts. Temwa draws on 18 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 partner with the communities 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 Bristol, comprises of a small fundraising and operations team of six staff (all 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 us in delivering our trust and grants fundraising strategy.

### **Main Duties (under the direction of the Fundraising & Communications Manager and Trust and Programme Officer)**

- Identifying and researching new Trusts and Foundations and making recommendations to the the Fundraising & Communications Manager of suitable trusts & foundations to apply to
- Working with the Fundraising & Comms Manager to assist in approaches and appeals to grant-making bodies, including drafting and proof-reading proposals
- Sending smaller applications or completing online applications for Trusts.
- Updating the Etapestry database and relevant spreadsheets with information on trusts including when applications have been made
- Other ad hoc admin support for the team as required

**Do you have the skills we're looking for?**

**Essential**

- Experience of working on multiple projects.
- Good presentation and communication skills.
- Experience of writing persuasive letters or proposals
- Able to think laterally and produce original materials.
- 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
- Experience of working or volunteering with NGOs or charities
- Experience of fundraising for charities
- Experience of researching and maintaining information on databases

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 Communications Manager [amanda.grimstead@temwa.org](mailto:amanda.grimstead@temwa.org)

**We look forward to receiving your application!**