



**PETERBOROUGH CATHEDRAL**  
**Volunteer Role Description**

<b>Role</b>	Cathedral Trust Fundraising Volunteer
<b>Department</b>	Cathedral Trust (registered charity number 1159730)
<b>Supervisor</b>	Dawn Caplin, Head of Fundraising and Development, Cathedral Trust
<b>Description</b>	<p>The Cathedral Trust fundraising team fundraise to support all areas of Cathedral life, and raise up to £400,000 a year.</p> <ul style="list-style-type: none"> <li>• Being part of a small committee to assisting the Cathedral Trust fundraising team to organise events.</li> <li>• Work with local businesses and donors for donations and sponsorship to help with the costs of hosting events.</li> <li>• Plan and organise the overall hosting of events with aspects such as catering, music, tickets.</li> <li>• Individuals to lead on specific project areas to achieve successful events.</li> </ul>
<b>Skills and experience needed</b>	<ul style="list-style-type: none"> <li>• Confidence and the ability to engage with all types of people and businesses.</li> <li>• Experience with fundraising committees and dealing with business relationships would be beneficial.</li> <li>• Should be self-motivated and keen to achieve a high standard of results.</li> <li>• Able to take direction and then lead their own area of project with minimal support.</li> <li>• Computer literate.</li> <li>• Volunteers should be aged 18 and above.</li> <li>• It is not necessary to be a practising Christian, but volunteers should embody the <a href="#">Vision and Values of the Cathedral</a>.</li> </ul>
<b>Training Provided</b>	<ul style="list-style-type: none"> <li>• Volunteers will undertake the appropriate level of safeguarding training for the role.</li> <li>• Guidance and project direction will be offered on a regular basis by the supervisor.</li> </ul>
<b>Work Schedule</b>	<ul style="list-style-type: none"> <li>• The work can be done from home, so long as the volunteer can be contacted during work hours by the supervisor.</li> </ul>