



Trusts & Foundations Support Volunteer

Role Title:	Trusts & Foundations Support Volunteer
Location:	Home-based with occasional travel to Waverley Care offices
Hours:	Approximately 4-5 hours per week but flexible.
Duration:	Minimum 3 months (flexible)
Reports to:	Fundraising Manager (Trusts & Foundations)

About Waverley Care

Scotland is on track to be one of the first countries in the world to achieve zero HIV transmissions, and Waverley Care will play an essential role in getting us there.

A positive HIV diagnosis still has the power to knock people off their feet and impact every part of their lives. People living with HIV still carry the burden of decades of discrimination and misinformation about HIV. HIV is treatable, but the stigma and shame surrounding HIV holds people back and makes it different to other life-long conditions. Stigma and the fear of an HIV diagnosis still prevents many people at risk getting a test and knowing their status.

Our vision is for a Scotland where anyone living with or at risk of HIV can expect to be treated with acceptance, support and respect.

Waverley Care is Scotland's leading HIV and hepatitis C charity. Everything we do is guided by the experiences of the people we work with—this ranges from shaping the services we deliver to how we influence national policy around sexual health and blood-borne viruses.

We are at an exciting point in our history as we strive to reach the goal of zero transmissions by 2030. There is much work to be done, but as an organisation we are driven to create lasting change for everyone in Scotland living with, or at risk of HIV or hepatitis C.

You can find out more about the work we do at our website www.waverleycare.org.

About the role

If you're interested in pursuing a career in fundraising with a focus on Trusts and Foundations fundraising, this role will provide the perfect foundation, giving you the opportunity to gain hands-on experience and develop key skills. Or perhaps you already have voluntary/professional experience and want to use your valuable skills to give something back?

A significant amount of our funding comes from Trusts and Foundations, and this role can support our ambitious fundraising targets helping the Fundraising Manager with lower-level funding applications, research and administration.

Duties may include:

- Identify and research potential grants and funding opportunities for which Waverley Care may be eligible for.
- Update the small trusts pipeline with information on Trusts and Foundations, including application requirements and deadlines.
- Assist in drafting content for small trusts grant applications.

- Help compose, send and log donor communications and thank you letters.
- Maintain records and provide support with various administrative tasks.

About the person

Volunteers make a vital contribution to our work across Scotland, and anyone with an open mind and enthusiasm can get involved. You will be willing to learn about the work of Waverley Care, so that you can compellingly communicate the need for funding. No prior knowledge is needed as we will provide training. However, we also welcome applications from those with prior Trusts and Foundations fundraising experience.

Key skills & attributes required for this role

- Clear and persuasive writing skills
- Good organisational skills and attention to detail
- The ability to deal with information in a confidential manner and respond with sensitivity
- Proficiency in using Microsoft Office
- Commitment to the values of Waverley Care
- Able to work collaboratively in a team

Benefits to you

- Gain experience and skills that could lead to a future career in fundraising and in the charity sector – we will ensure you feel fully supported by an experienced Trusts and Foundations fundraiser and you will develop the knowledge to volunteer to the best of your ability.
- Learn the basics of funding application writing and the principles of Trusts and Foundations fundraising.
- You will learn about our services and the stories of those people in Scotland we support.
- Contribute to a charity that makes a real difference to the lives of people living with HIV and hepatitis.
- Meet new and diverse people, be part of a welcoming and supportive organisation and a volunteering community.
- Travel expenses will be reimbursed.

Support and training

You will be offered induction training and role-specific training as required. You will be supported and managed in this role by the Fundraising Manager (Trusts & Foundations) and the wider fundraising, communications and service delivery teams.

How to apply

To apply please submit a CV and a short cover letter (no more than one side of A4) explaining why you're interested and what you can bring to the role.

If you have any questions about this role, your suitability for it, or would like a conversation before applying for any reason then please email Anna at: anna.konarska@waverleycare.org and we will get back to you as quickly as possible.