



Role Title:	VOLUNTEER FUNDRAISER
Department:	Swanage Railway Trust
Departmental Overview:	The Swanage Railway Trust and its trading arm, the Swanage Railway Company Ltd has an inspirational history during which it has overcome many challenges and achieved great successes through tenacity and perseverance. It currently operates with over 60 different volunteer roles all contributing to achieving its vision.
Reports to:	Chair: Swanage Railway Trust's Fundraising Group
Location:	The role can be home based with access to SR office facilities available if required.
Purpose of the role:	This role will help the Swanage Railway achieve its vision by raising capital funds, in line with its strategy, to fund major projects on the Railway in order to sustain its future.
What you'll be doing:	<p>These are the key activities that you'll be undertaking:</p> <ul style="list-style-type: none"> • Research and analysis of fundraising needs • Development of a clear appropriate fundraising strategy and targets • Development and delivery of fundraising activities to achieve the strategy • Effective communication with donors through a variety of media. • Recruiting, organising and inspiring volunteers for fundraising activities. • Liaison with Trustees, Directors and Managers • Supporting and facilitating volunteers in fundraising activities • Reporting to Swanage Railway's Fundraising Group • Supporting the organisation's vision and values and complying with the Swanage Railway Volunteer Commitment
What you'll need for the role:	<ul style="list-style-type: none"> • Ideally you'll be educated to degree level and/or hold a Institute of Fundraising Certificate / Diploma in Fundraising • Minimum 3 years' experience in a major fundraising or marketing environment in a similar sized or larger organisation • Experience of working with and managing volunteers • Strong interpersonal skills – able to build relationships, inspire and influence colleagues and donors. • Excellent communication skills: written and verbal • Management (and leadership) skills including the ability to work autonomously or as part of a team. • Budget management • Pragmatism • Knowledge or understanding of heritage sector

	<ul style="list-style-type: none"> • Own transport/willingness to travel. • Able to work flexibly to meet the demands of role • Sense of urgency • Willingness to support the Vision of the organisation and abide by the Swanage Railway Volunteer Commitment
What you'll get from the role:	<ul style="list-style-type: none"> • Play a key role in raising funds for a key heritage organisation in Dorset. • Putting your fundraising skills to good use for the community. • A personal sense of satisfaction. • Meet a new network of people. • Discounted Refreshments** • Free tea/coffee/water** • Discounts in SR Shop* • Discounted Rail Travel* <ul style="list-style-type: none"> ○ ** When in attendance at Swanage Railway. ○ *Subject to Membership of Swanage Railway Trust
The Training we'll provide:	<ul style="list-style-type: none"> • Induction Training.
Time commitment:	<ul style="list-style-type: none"> • The role is voluntary and is likely to require a substantial input of time flexibly, including being contactable on an ad hoc basis beyond normal office hours and potentially travelling. There will also be a need to attend the Trust's Council of Management Meetings, on occasions, (usually the afternoon of the third Saturday each month) and to attend a monthly evening meeting of the Trust's Fundraising Group.
Other requirements:	<ul style="list-style-type: none"> • The role may require travelling to meet potential donors; travel expenses will be - reimbursed.
Our vision	<ul style="list-style-type: none"> • To be a vibrant volunteer led heritage railway serving the community.
Our Volunteer Commitment	<p>Volunteers form an absolutely vital part of everything the Swanage Railway does. There are over 80 different roles that our volunteers fulfil; from driving a locomotive to serving refreshments, from selling goods in our shops to helping maintain our track, from maintaining our signalling equipment to timetabling, from managing our finances to keeping our rolling stock maintained, volunteers are at the heart.</p> <p>Our vision is to be the UK's leading heritage railway: we have an inspirational history during which we have overcome many challenges and achieved great successes through tenacity and perseverance. That spirit lives on today. We celebrate our Volunteers' commitment and dedication which form such a vital part of what we do now and will do in the future.</p> <p>We want all our volunteers to gain fulfilment and enjoyment from their role whilst helping us to achieve our vision, and so we have our Volunteer Commitment that sets out the mutual basis of the relationship between Swanage Railway and our volunteers:</p> <p>The Swanage Railway will ...</p> <ul style="list-style-type: none"> • Welcome you as a volunteer and provide appropriate opportunities to individuals who can help us achieve our purpose and vision. • Provide the right equipment and training for the task. • Give guidance and support in your volunteer role.

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| | <ul style="list-style-type: none">• Treat you and all other volunteers equally and fairly.• Ensure, so far as is reasonably practicable, you have a safe working environment.• Listen to any concerns if things are not going right.• Recognise that you are a volunteer giving your time to us whilst having other commitments. |
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In return we ask you to ...

- Give us your time and commit to any training if needed for the role.
- Be professional and loyal to the organization.
- Be fair to those around you.
- Talk to your Manager/ Supervisor (volunteer or employee) first if things aren't going right.
- Comply with our business standards, including the need to maintain confidentiality in relation to all SR information and to comply with SR's security and safety procedures.