**POST TITLE:**         Community Fundraiser

**Contract Type:**        Voluntary

**Responsible to:**       CEO

**Location:**               Perth

**Hours:**                     Minimum 8 hours a month

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**THE ROLE**

Trauma Healing Together is a registered charity requiring an organised, pro-active and friendly person to support the charity to raise funds.

We are looking for someone who has experience of organising community events and feels confident reaching out to organisations and building relationships.

As part of this role, you will be offered training in trauma, be reimbursed for travel costs and will receive mentoring from an experienced fundraiser. You will be joining a small inclusive team where you will have lots of opportunities to develop your skills and build experience.

**MAIN TASKS AND RESPONSIBILITIES:**

* Supporting the charity with fundraising events including admin, planning and promotion.
* Generating ideas about potential fundraising events and supporting their delivery
* Reaching out to organisations and potential donors requesting support.
* Responding to and thanking supporters in a comprehensive, timely manner by effectively organising and accessing information, using initiative and working collaboratively with colleagues across the organisation
* Sending fundraising resources and materials to supporters in a timely manner.
* Recording and updating supporter data.
* Raise awareness of Trauma Healing Together and the work we do.

**ABOUT OUR ORGANISATION**

As a charity, we work closely with people who have experienced psychological trauma and are living with the symptoms of this. We work in partnership with trauma survivors to improve their quality of life through therapy, training, and personal development, shaping future services and the understanding of trauma through research projects.

We promote an inclusive service that adapts the way it works to fit the needs and goals of our clients. We constantly improve our learning and knowledge to always ensure that we can effectively support each individual client in a way that works best for them.

As an organisation we thrive to be transparent and consistent. We are looking for a person who shares our values and has skills that can contribute to shape a small growing charity.

**OUR VALUES**

* Acceptance and mutual respect for the individuality, feelings, thoughts, and experiences of staff, volunteers and clients

* Authenticity and Transparency and a drive to demonstrate honesty and genuineness.

* Collaboration and a drive to work together with staff/volunteers/partners/board and clients to achieve a common goal.

* Autonomy and a belief that everyone has a right to make their own decisions and to know what is best for them.

* Curiosity and a desire to ask questions and expand on our knowledge and understanding of trauma.

* Creativity and an ability to think outside the box, find unique solutions and explore novel ideas to the benefit of our clients.