



Milton Keynes Play Association Volunteer Fundraiser

2 Burners Lane, Kiln Farm, Milton Keynes MK11 3HB Telephone 01908 263033

Roles and Responsibilities

Overview

Milton Keynes Play Association is both a Registered Charity No. 1047318 and Company Limited by Guarantee Company Number 3051975 as such the organisation is registered both with the Charity Commission and Companies House.

The Objects of the Company are, through play, to help and educate children and young people resident in the Borough of Milton Keynes and the surrounding areas through the provision of facilities for recreation and other leisure-time occupation so as to develop their physical, mental and spiritual capacities that they may grow to full maturity as individuals and as members of society and that their conditions of life may be improved.

- Purpose** - We exist to improve the lives of children
Vision - We will create an environment that brings fun, enjoyment and wellbeing to the lives of all children through play
Mission - Everything we do is focused on the wellbeing, development and enjoyment of all children through play

Roles & Responsibilities of Volunteer Fundraiser

We are entering an exciting time at MKPA with the development of a new rolling strategic business plan. There are many ideas that we would like to achieve and to do so will require sustainable funding.

The organisation needs to identify a range funding streams including applications to Trusts and Foundations, Social Enterprise Opportunities, Public Fundraising Opportunities, Corporate Sponsorship and Corporate Social Responsibility giving.

The role:

To support the Board of Trustees and Chief Executive to develop a rolling 3-Year sustainable fundraising strategy to support the on-going development of the organisational Strategic Business Plan.

To work with the Board of Trustees and MKPA Staff to identify income streams to maintain and develop sustainable funding in line with the organisational fundraising strategy through the:

- Completion of Funding Applications to Trusts/Foundation and other organisations
- Support and planning of fundraising initiatives
- Identification of new funding opportunities
- Support in marketing any fundraising events

- Supporting the development of membership fundraising (potentially fundraising packs and materials)
- Assist in the research of prospective trust and foundations and Corporate donors
- Development of community and local company engagement both in direct giving and gifts in kind
- Assist in the development and management of fundraising database, helping update records and administrative duties as and when required
- Other ad hoc admin support for the team as required

Expectations

- There are no set hours for this role and work can be undertaken at home if desired. Funding applications will be finalised by officers/staff of MKPA. We ask for a minimum commitment of 7 hours (1 day) per week but remain flexible in how hours can be given. If more hours are available they will be gratefully accepted.

Experience Required

- Experience of working on projects
- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Able to think laterally and produce original materials
- Excellent attention to detail
- Ability to work flexibly in a team with enthusiasm and commitment
- Knowledge of Microsoft Word, Excel, and Power Point

Qualifications and Experience:

- A good knowledge of PC packages, particularly Word, Excel and PowerPoint
- Good presentation and communication skills.
- Experience of writing persuasive letters or proposals
- Interest in Milton Keynes Play Associations aims and objectives and a passion for play

What do we offer:

- A friendly and hardworking atmosphere
- An exciting and vibrant organisation with plans to develop new ideas and activities
- We offer all volunteers free membership to Milton Keynes Play Association
- Salary - unpaid, this is a voluntary role however travelling expenses will be paid monthly at .40p per mile, or upon production of a public transport receipt. We will not pay for taxi's when other transport may be available.

Training opportunities will be provided within this role

due for review annually, next review due October 2020