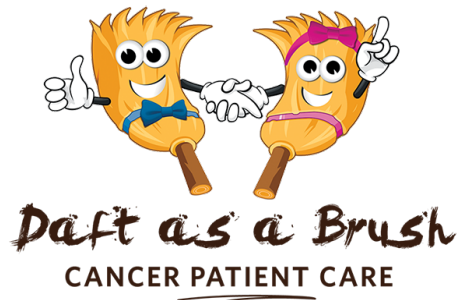




Volunteer Role Description & Person Specification

Role Title: Events Fundraiser (Volunteer)

Reports to: Fundraising Manager (or nominated staff contact)

Location: DAAB House, community venues, race routes (e.g., GNR cheer point), hospitality spaces — wherever the action is

Time commitment: Flexible; varies by event (some evenings/weekends)

Expenses: Out-of-pocket expenses reimbursed in line with DAAB policy

Checks: Reference (no DBS required)

Why this role matters (the “job purpose” bit)

From a cosy garden fête to the Great North Run cheer station, right through to hospitality at our showpiece occasions, events bring people together and raise vital funds for Daft as a Brush. As an Events Fundraiser, you’ll help dream up, plan and deliver brilliant experiences that make supporters smile and donations flow — sometimes in wellies, sometimes in ballgowns, always with heart.

What you’ll do (key responsibilities)

Plan & prep (before the big day)

- Help scope event ideas, timelines, and simple budgets; book spaces and kit (gazebos to glassware).
- Coordinate with colleagues and volunteers; confirm rotas, roles, and site plans for set-up, stewarding, and pack-down.
- Liaise with partners and suppliers (venues, entertainment, printers) and keep everyone in the loop.
- Support marketing — listings, flyers, social posts — and brief our cheer-squad or hosts so they’re event-ready.

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On the day (front-of-house & field ops)

- Set up stalls, signage, and hospitality areas; keep queues moving and spirits high (pom-poms optional).
- Welcome participants, VIPs and guests; manage check-in/guest lists and simple hospitality.
- Lead or support cheer stations at mass-participation events; keep energy up, safely and respectfully.

Stewardship, cash & compliance

- Handle cash/cards securely, record takings, and support prompt banking in line with DAAB procedures and policy.
- Follow DAAB's event and fundraising standards (health & safety, data protection, permissions/collections) and flag risks early.

Afterwards (the tidy bow)

- Help with pack-down and stock counts; log learnings, photos and figures; support thank-yous to donors, guests, and volunteers.

Person Specification

Essential (must-haves)

- Friendly, confident communicator, happy welcoming guests, chatting to supporters, or geeing up a cheer point.
- Organised and reliable, can follow a plan and keep calm when plans change (because... they do).
- Team player with a can-do attitude; comfortable taking the lead or pitching in.
- Willing to help at **evenings/weekends** when events are on; able to be on your feet and lift light kit safely.
- Commitment to DAAB's values and to safe, respectful fundraising.

Desirable (nice-to-haves)

- Experience in events, hospitality, marshalling or community fundraising. Or you just know how to throw a good party!
- Social media confidence (snappy posts, great photos).
- Comfort moving between "boots-on-grass" outdoor set-ups and smart hospitality environments (yes, wellies to ballgowns).
- Knowledge of basic cash-handling, raffles/collections rules, or supplier liaison.

What you'll gain

- A warm, supportive team; practical event training and on-the-day mentoring.
 - New skills across events, hospitality and supporter care — plus great stories.
 - The buzz of seeing your efforts turn into real funds for patients and families.
 - Reimbursed expenses in line with policy.
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Practical bits

- **Induction & training:** Event basics, H&S, supporter care, cash-handling.
- **Supervision:** Regular check-ins with your staff contact; clear briefings per event.
- **Accessibility:** We'll make reasonable adjustments — tell us what you need to volunteer comfortably.
- **How to apply:** Complete the online application, clearly stating the role you're applying for.

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