

For women let down by the system.

For women with nowhere else to turn.

For women who've suffered.



Fundraising and Communications Volunteer

From our Birmingham centre, Anawim provides trauma informed services including holistic support and advocacy to enable women to reach their potential

Our Vision Statement:

A world where women are safe, free, valued and equal members of society.

Our Values:

*Anawim believes in the intrinsic **value** of every person and **welcomes** each woman **without judgement***

*We are deeply committed to **listening** to our women and building services around their **needs***

*We **help** women to navigate the complex challenges they are facing and we do all that we can to **support** them for as long as they need us*

*Anawim **empowers** women to make positive changes to turn their lives around, helping them, one step at a time – to become **independent***

*We **want the best** for our women and to make sure their basic needs are met. We **won't rest** until we've done all we can to keep them **safe**.*

Roles and Responsibilities:

- **Fundraising Support –**
 - Collaborate with the fundraising team to assist in planning and organising fundraising events and campaigns.
 - Research and identify potential donors, sponsors, and partners.
 - Assist in the creation of fundraising materials, including appeals, donation letters, and sponsorship packages.
 - Engage with donors and sponsors to express gratitude and provide updates on the impact of their contributions.
- **Fundraising –**
 - Develop fundraising pack which is branded, write ups on donors and supporters to go on the website
 - **Social media** - scheduling/ designing content/ sharing and reposting content across sector/engage with other organisations through likes, checking messages and mentions, monitoring comments and responding/ designing campaigns around relevant topics, tie in with fundraising strategy and community outreach.
 - **Website** – support with updates for staff and supporters, news articles (events, open days, new services, current affairs), continuous improvement with website development through ad-hoc tasks. Meeting with different project teams within Anawim to gather information, develop case studies and collect quotes, images and feedback for the website
 - **Press releases** – support to raise awareness around Anawim's new projects and services, in line with current affairs and increase in need for support in the local community
- **Community outreach –**

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- leaflet drops, reaching out to local businesses and places of worship to introduce Anawim and raise awareness about services and how to get involved/support the charity
- **Events and activities web page** – support to keep this page up to date with information about Anawim’s activities, for women and supporters
- **Anawim’s newsletters** - collecting information for both internal and external newsletters, thinking about topics, researching big news stories relevant to organisation
- **Canva** – supporting to design graphics and develop Anawim’s external and internal publications e.g. leaflets, social media templates, posters, banners etc
- **Analytics** – support Anawim to better understand impact of social media campaigns and track progress with increasing followers and social media presence and followers
- **Merchandise** - help to design and order merchandise e.g. t-shirts and hoodies, fundraising tins, bags etc
- **Communications** - Support the development and implementation of a communications strategy to enhance the organisation's visibility.
- Assist in creating content for social media platforms, newsletters, and the organisation's website.
- Draft press releases and maintain relationships with local media outlets to promote events and initiatives.
- Help monitor and respond to inquiries on social media platforms.
- If there are other areas of fundraising and communications that you have experience with that are not mentioned above, please specify on your application form.
- **Event Coordination** –
 - Aid in the planning, coordination, and execution of fundraising events.
 - Assist with logistical tasks such as venue selection, catering, and coordination of volunteers.
 - Work closely with the team to ensure events run smoothly and achieve fundraising goals.
 - **Data Management** - Maintain accurate and up-to-date records of donors, sponsors, and fundraising activities.
 - Assist in analysing fundraising data to identify trends and areas for improvement.
- We’re happy for you to support Anawim remotely or from our centre in Balsall Heath, during times which are best for you. All we ask is that you log your hours, and can commit to a regular check in with our Fundraising and Communications Manager.

We ask for **at least 6 months’** commitment in order to benefit from the training, gain knowledge of your role and crucially to enable you to build working relationships with the women.

We offer regular check ins to support your development and ensure you are achieving your reasons for volunteering and supporting us, and if required we supply references.