

Fundraising Volunteer at Prisoners' Education Trust (Cardiff)

Role Title:	Trusts Fundraising Volunteer (part-time)
Where:	Cardiff City Centre (Wales)
When:	Ongoing
Hours	To be agreed with the volunteer, in accordance with their availability. Minimum period - one day a week for three months.
Description of PET	Prisoners' Education Trust (PET) provides men and women in prison with distance learning courses, advice and guidance, a provision proven by the Ministry of Justice to reduce reoffending. We also undertake policy and research work to improve education provision in prison in the long term.
Role Description	<p>This role will assist the Trust Fundraising Manager to research potential funders and draft a range of fundraising applications and funder reports. Tasks will include collating data on specific cohorts of prisoners, using the results to inform funding applications, and writing case studies. A small amount of time will be spent on social media carrying out research and drafting Tweets or Facebook posts.</p> <p>During the placement you will receive ongoing training and support enabling you to develop your understanding of fundraising, PET's work, and the criminal justice sector. Your help will provide us with extra capacity to secure vital funds, thereby having a direct impact on the number of prisoner learners we can support in 2019.</p>
Person Specification	<p>Essential:</p> <ul style="list-style-type: none"> • Excellent attention to detail • Excellent written English with the ability to draft correspondence • Competent in the use of Microsoft Office (Word, Outlook, Excel) • Must possess initiative and enjoy working independently • A team player <p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge of the charity sector • Knowledge of the criminal justice system or of education • Understanding of fundraising or marketing techniques
Extra information	<ul style="list-style-type: none"> • Expenses paid for travel and lunch • Professional reference provided after successful completion of placement
To apply:	Email your CV and a covering letter to Hannah Richards, Trusts Fundraising Manager, hannah@prisonerseducation.org.uk .