

Small Business Support Volunteer

Purpose

To help grow the charity's network of small business supporters, building practical local support and new fundraising links.

Key responsibilities

- Approach local businesses about charity-of-the-year support, donations or fundraising activities.
- Ask cafes, salons, shops and offices to host collection tins, flyers or simple displays where appropriate.
- Encourage payroll giving, matched funding or staff fundraising ideas.
- Build warm relationships with business owners and local contacts.
- Help thank business supporters and keep them updated on the difference their support makes.
- Keep a simple record of contacts and follow-up actions for the charity.

Person specification

- People with business, networking, sales, customer service or local community experience.
- Confident making polite approaches to new contacts.
- Able to represent the charity professionally and respectfully.
- Organised enough to track conversations and follow-up actions.
- Happy to work remotely and at a pace that suits their availability.

Time commitment

Flexible. Usually a few hours a month, depending on the number of businesses you choose to approach and support.