

JOB DESCRIPTION - TELEPHONE FUNDRAISER EAST MIDLANDS

Telephone Fundraiser: Tuesday 15th October to Sunday 3rd November

Salary: £9.00/hour

Hours: 15 hours per week to a total of 30 hours

Location: 5 St Swithins Rd, Leicester, LE5 2GE

Contract: Shifts will be conducted as follows:

Tuesday 15th October 17:00 till 20:30
Wednesday 16th October 18:00 till 20:30
Thursday 17th October 18:00 till 20:30
Saturday 19th October, 14:00 till 17:30pm
Sunday 20th October, 14:00 till 18:00
Tuesday 29nd October 18:00 till 20:30
Wednesday 30rd October 18:00 till 20:30
Thursday 31th October 18:00 till 20:30
Saturday 2th November , 14:00 till 17:30pm
Sunday 3th November, 15:00 till 18:00

(This includes a Training Session Tuesday 15th October 5pm to 6pm. Training session is mandatory and there will be a calling shift on the evening of training.)

MAIN AIMS/OUTLINE OF THE ROLE:

As a telephone fundraiser you will be calling Green Party members following up on an appeal letter. The main aim of the telephone call is to talk about member experiences and to ask for a regular donation. Every call will be an opportunity for us to learn about our members experience with the Green Party, to engage them in what is happening on our campaigns and to ask them to contribute on an ongoing basis.

This is a great opportunity to increase your communication skills and become proficient at fundraising. We will train you how to make effective telephone calls. You will work with three others in making the calls and will be part of a team that will raise significant sums of money for the Green Party in the region in order to further our aims, offering an enormous sense of achievement.

RANGE OF DUTIES:

- Calling members and donors to provide an opportunity for us to learn about our members experience with the Green Party.
- Persuading members to donate to the East Midlands Green Party by Direct debit or another form of giving. You will record bank and other details into a spreadsheet and the Project Manager will then set up a Direct Debit.

EMPLOYMENT

If appointed, you will enter into a contract with the East Midlands Green Party, but will be 'self employed' and you will be expected to send an invoice to the East Midlands Green Party at the end of the period of work.

SKILLS AND EXPERIENCE

No experience is required for this job, however you will need to be a persuasive and confident communicator. This will be assessed during a telephone interview.