

JOB DESCRIPTION - TELEPHONE FUNDRAISER

Telephone Fundraiser: Tuesday 19th September to Sunday 1st October

Salary: £9.37/hour

Hours: 15 hours per week + 1 hour training (total 31 hours)

Location: 4 Wyrle Drive, NOTTINGHAM, NG8 6NN United Kingdom

Contract: Work will be conducted over two weeks as follows (with a possibility that hours will be extended):

Sunday 17/09 13:00 to 18:00	Monday 18/09 18:30 to 20:30	Tuesday 19/09 18:30 to 20:30	Thursday 21/09 17:30 to 20:30	Saturday 23/09 14:00 to 18:00
Sunday 24/09 14:00 to 18:00	Monday 25/09 18:30 to 20:30	Tuesday 26/09 18:30 to 20:30	Thursday 28/09 17:30 to 20:30	Saturday 30/09 14:00 to 18:00

This includes a Training Session to be held on Sunday 17/09 from 13:00 to 14:00. The training session is mandatory and there will be a calling shift directly after the 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 five 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.