

Opening Times
Tuesday 11-5
Wednesday 11-7
Thursday 11-7
Friday 11-5
Saturday 11-5



Dorset Scrapstore
The Factory
14 Alder Hills
Poole
Dorset
BH12 4AS

Dorset Scrapstore Volunteer Role: Fundraising Bid Writer

Potential time commitment: Flexible

Location: At Home, External Events

Responsibilities

- Increasing funds by researching and targeting charitable trusts whose criteria match the charity's aims
- Write tailored applications, addressing grant-making priorities or requirements as specified by individual trusts and foundations
- Build on relationships with existing trust supporters and where necessary, write progress reports to meet deadlines
- Build strong working relationships with key trustees and supporters
- Filing and maintaining of funding application documents

Requirements:

- Excellent and convincing writing style
- Attention to detail, and great proof reading skills
- The ability to work well as part of a team of volunteers
- Ability to manage your time efficiently, use your own initiative, and to work to deadlines
- Interest in creative skills and environmental issues (recycling)

Training and support:

General Health and Safety training will be given. Dorset Scrapstore will offer full support and aim to provide opportunities for personal development within your role.

What you will get from this role:

- Develop your skills and experience
- Join a motivated, fun, and creative team of volunteers
- Take pride in the knowledge that you are helping a valuable local charity that benefits your community
- Gain experience that will enhance your CV and build your professional portfolio
- Meet new people throughout Bournemouth and Dorset
- Reasonable expenses covered

Health and safety responsibilities:

To be responsible for your own health and safety and that of others with whom you volunteer, by reporting all potential and actual health and safety matters including accidents using the correct procedures.

Did you know we are looking for volunteers to help with the following roles?

- Membership Administration • Social Media/Team Leader • Photographer • Fundraiser • Graphic Designer
- Van Driver • Press & Promotion • Creative Decorations • Store Assistant/Supervisor • Events & Marketing
- Workshop Assistant • Craft Kit Preparer • Warehouse Sorter • Supplier Researcher • Materials Preparer



Dorset Scrapstore Registered Office: The Factory | 14 Alder Hills | Poole | Dorset | BH12 1HS
Registered in England | Company Number 3870643 | Registered Charity Number 1081569
www.dorsetscrapstore.org.uk

