

DAYBREAK

Fundraising Assistant

Volunteer | 2-4 hours per week. Remote.



Daybreak is a **registered charity** and we believe in a world where 'families' and communities **work together** to make decisions and solve problems affecting their lives.

About Daybreak

Founded in 2000, Daybreak is a UK-registered charity that works with people to enable them to engage their wider networks to help them make informed decisions that improve their quality of life.

We believe in a world where 'families' and communities work together to make decisions and solve problems affecting their lives.

We do this by means of Family Group Conferences (FGCs) and other restorative and solution-focused interventions that:

- Harness the power of families and communities to solve problems.
- Empower individuals to proactively engage in decisions that affect them.
- Champion the voice of children, young people and adults who might otherwise remain unheard.

Throughout our programs, our work relies on the principles of voluntary participation, transparency and openness for all, advocacy for those who need it, and for our work to be facilitative, not prescriptive.

Why volunteer for Daybreak

As a charity, we strive to offer a fair, positive, and inspiring environment. We embody the values of how we work with families and local communities internally with our team. Here are some of the ways we put that into practice.

- **Mutual benefit**; we value our volunteers and the support they give us. We also recognise that for many, volunteering provides an opportunity to develop skills and experience. We are keen to support that, where possible.
- **Impact**; as a small charity, all our volunteers make a huge impact in helping us to deliver on our purpose. We celebrate this regularly and ensure volunteers are kept up to date about the charity's development.
- **Continuous improvement culture**; alongside our focus on continuous improvement, we hold regular check-ins to support personal and professional learning and development goals, as well as regular feedback and celebration.
- **Collaboration and consultation**; our work with families involves enabling everyone's voice to be heard. As such, we encourage collaboration and consultation around key decisions and give our whole team the opportunity to shape the charity's future as a team

Our Values

Professional

We act with integrity and are dedicated and committed to making a difference

Respectful

We do not judge others and are inclusive

Trustworthy

We are dependable and can be counted on to do what we say we will do

Our 2023-2028 Strategy

We are currently working to deliver our 2023-28 strategy. This involves the following objectives:

- To grow and develop sustainably to have an impact now and in the future; we want to ensure that Daybreak continues to make a difference to the lives of children, young people and adults facing challenges. We want to enable more people to have access to our services that we know will have a positive impact on their lives.
- To create a culture of learning that improves the difference we make; we want to ensure that our services are relevant and effective in making the most difference possible to our beneficiaries. We want to be as effective and efficient in delivering on our mission.
- To raise awareness of Daybreak's services to a wider audience; we want more people to be aware of the difference we make for our beneficiaries. We want to celebrate and engage stakeholders with our successes and grow our supporter base.

Safeguarding

Daybreak is firmly committed to the belief that all children, young people and vulnerable adults have a fundamental right to be protected from harm, and fully recognises its responsibility for safeguarding and child protection.

Safeguarding determines the actions that we take to keep people safe and protect them from harm in all aspects of their engagement with Daybreak. The safety and protection of all beneficiaries that Daybreak supports is paramount and has priority over all other interests.

As part of our Safer Recruitment Policy, DBS checks may be required prior to commencing with Daybreak. This policy is available on our website.

"It's given me reassurance that people are there for me and the boys."

Parent feedback



Overview | Fundraising Assistant, Volunteer

Purpose of Role

To provide administrative assistance to the Fundraising Manager alongside other volunteers, if applicable. The role will aid the effectiveness of the department, enabling Daybreak to capitalise on available funding opportunities aligned with its strategy.

Main activities and projects

- Researching and identifying funding opportunities suitable for Daybreak
- Updating, maintaining, and monitoring an MS Excel Trusts & Grants database
- Preparing and sending funding letters, where suitable
- Generalised research to assist in application developments
- Proof-reading and editing funding applications and/or letters

Task assignments would be discussed with the Fundraising Manager to suit skills and desire to gain experience, alongside availability. We recognise the value in having a sense of ownership over tasks, and therefore we would welcome someone who can offer regular support and is happy to take responsibility for one or more tasks on an ongoing basis.

Time commitments

We welcome any time that volunteers can offer. However, we anticipate most tasks requiring 2-4 hours per week. This role would be remote.

Skills

- Intermediate skills in Excel and Word would be preferred as the role is focused on helping manage a database and collaborating on documents.
- Whilst fundraising skills are advantageous, we recognise that this role is beneficial to those wanting to gain experience in this area.
- Self-motivation, time-management, and reliability.

Impact

Our focus as a charity is to enable families and young people to be at the centre of their own decision-making, to come together and find solutions to challenging situations. We are at a point in our development where we are looking to expand how we deliver on our purpose; so now is a wonderful time to help us achieve our aims via funding a variety of projects!

How to apply

To apply, please follow the application process in Reach Volunteering. Successful applicants will be required to complete a full application form.

We are committed to safeguarding. All posts will need two satisfactory references and may be subject to an Enhanced DBS Check and proof of right to work in the UK. Daybreak strives to be a diverse and inclusive organisation for our teams and those we support. Should you need any adjustments, at either application or interview, please contact us.

DAYBREAK



www.daybreakfgc.org.uk | headoffice@daybreakfgc.org.uk | [@daybreakcharity](https://www.instagram.com/daybreakcharity)

Wessex House, Upper Market Street, Eastleigh, Hampshire, SO50 9FD | 023 80 696 644

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