

# London Friend

*Supporting the lesbian, gay,  
bisexual & transgender Community*

---

## **Volunteer Job Descriptions - Publicity & Fundraising Workers**

London Friend is publicised in a number of ways. Publicity workers place adverts for new volunteers, create new leaflets advertising both London Friend as a whole and for individual services. We are also involved in fundraising in pubs and clubs and other commercial LGBT venues. We also carry out research on grant giving organisations and apply for new grants.

### **Suggested Activities:**

- ⇒ Contacting pubs and clubs to try and arrange fundraising events.
- ⇒ Contacting LGBT businesses/ organisations with a view to arranging sponsorship for London Friend.
- ⇒ Contacting various organisations, enquiring if they would like to have a stock of our leaflets and/ or place a collecting tin in their premises. These organisations could be pubs, clubs, GUM clinics, GPs, libraries, other charities etc.
- ⇒ Designing new leaflets, posters, flyers for London Friend services
- ⇒ Designing new adverts to recruit new volunteers
- ⇒ Contacting the gay/ mainstream press to place adverts
- ⇒ Carry out research into grant giving organisations
- ⇒ Apply for new grants.
- ⇒ Attend monthly meetings

### **Skills Specification:**

No previous experience is required. However it would be desirable that volunteers have:

- ⇒ Good time keeping
- ⇒ Good communication skills
- ⇒ Confident when dealing with the public and/ or other organisations.
- ⇒ Able to work with other people/ alone.
- ⇒ Previous experience in grant applications preferred but not essential.
- ⇒ Good writing skills

# London Friend

*Supporting the lesbian, gay,  
bisexual & transgender Community*

---

Full training is provided. You will need to attend Induction day training and a Sexual Health Training, which are one day each. This is compulsory for all volunteers of London Friend.

## **Location**

The location for Publicity meetings is London Friend, 86 Caledonian Road, London, N1 9DN. The location of fundraising events can vary.

## **Supervision**

You will be supervised by the experienced members of the Publicity Sub Group who will all be ratified members of London Friend. Upon completion of all training, and if it is felt that you are 'ready' and have fulfilled all requirements for being a publicity worker, you will become a ratified member.

For other guidance / information volunteers can always contact Francis Connolly (Volunteer and Service Development Manager).

## **Miscellaneous**

- ⇒ Training is a compulsory part of becoming a volunteer with us. You will be expected to complete all the necessary induction and sexual health training.
- ⇒ You will also be expected to attend any other London Friend training, as required.

## **Volunteer Benefits**

As well as meeting new people, having fun, giving back to the community, learning new skills, having something to write on your CV, all volunteers can:

- ⇒ Claim travel expenses, or choose to donate them if you prefer.
- ⇒ Eat! Food is provided for free at all volunteer training events.
- ⇒ Take advantage of free drinks - Tea / coffee / soft drinks are also available to volunteers for free (clients pay).
- ⇒ Receive our monthly newsletter.
- ⇒ Take advantage of our free in-house training events. Recent ones have included Victim Support Training and Transgender Awareness training.
- ⇒ Join our social events including our annual Christmas party.

**We look forward to welcoming you to London Friend!**

Page 2 of 2