

**Job Title:** Volunteer Fundraiser  
**Hours:** 2-3 a week (Flexible)  
**Location:** Remote, with occasional visits to our office in Oval  
**Duration:** 3 months

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## The Role

We are looking for a volunteer fundraiser coordinator to support our fundraising efforts as a small charity supporting communities in Lambeth and Southwark.

At Community TechAid (CTA) our mission is to enable sustainable access to technology and education needed to extend digital inclusion to all. We are closing the digital divide by providing technology and skills to our communities, whilst recycling, reusing and repairing e-waste.

We are looking for someone with good administrative skills who enjoys writing and has strong attention to detail to support our grant writing, research and development. This role would be ideal for someone who is passionate about supporting local communities and keen to gain experience within the charity sector.

We are especially keen for volunteers who have had lived experience of digital exclusion, and we will provide you with training and equipment where required.

The role will involve:

- Researching and identifying potential trusts, foundations and organisations
- Drafting, reviewing and submitting applications
- Managing the submissions process, progress and follow ups with funding bodies and internal stakeholders
- Assist in keeping fundraising records up to date

All travel expenses will be covered.