**Job Description**

* Development and delivery of variety of fund-raising activities for The DASH Club through volunteers;
* Researching and writing volunteer policies and procedures, including risk assessments;
* Keeping up to date with legislation and policy related to volunteering and making any necessary modifications to accommodate changes;
* Raising volunteer awareness of the role and the function of The DASH Club;
* Ensuring there is appropriate support and training for volunteers;
* Promoting volunteering (internally and externally) through recruitment and publicity strategies and campaigns;
* Interviewing and recruiting volunteers and ensuring they are appropriately matched and trained for a position;
* Organising rotas and providing inductions and training;
* Work as part of small team;
* Monitoring, supporting, motivating and accrediting volunteers and their work;
* Attending meetings;
* Managing reimbursement of expenses;
* Monitoring and evaluating activities and writing reports for funders and management;
* Maintaining databases;