



Volunteer with the

West of England Billiards & Snooker Foundation

Who are we?

The West of England Billiards & Snooker Foundation (WEBSF) is a not-for-profit community group which is maintained by a team of volunteers. The main aim of the Foundation is to increase enjoyment and participation in the sports of billiards and snooker regardless of a person's age or ability. We are proud to have served the community since 2004 and are always looking for additional volunteers to help us become more sustainable.

The information below provides further information about the volunteering opportunity available.

Role title:	Volunteer Fundraiser
Responsible to:	WEBSF Champion / Volunteer Co-ordinator WEBSF Deputy Champion / Volunteer Co-ordinator
Location:	This volunteering role can be undertaken anywhere within the geographical area known as the West of England. This covers Bath & North East Somerset, Bournemouth, Bristol, Cornwall, Devon, Dorset, Gloucestershire, Isles of Scilly, North Somerset, Plymouth, Poole, Somerset, South Gloucestershire, Swindon, Torbay, Wiltshire.
Role description:	As a volunteer Fundraiser you will try to identify and pursue different fundraising opportunities to raise much needed funds to support the work of the Foundation within the community.
Outline of tasks:	<ul style="list-style-type: none"> • Organise and plan the WEBSF Annual Prize Draw • Obtain prizes for the prize draw • Maintain the WEBSF Small Society Lotteries License documentation and complete the necessary annual return • Research different fundraising opportunities and apply for funding as appropriate • Work as part of a wider team of volunteers
Measurements of performance:	<ul style="list-style-type: none"> • The different fundraising opportunities sought • Feedback from the Volunteer Co-ordinators • Feedback from participants, sponsors, officials or National Governing Bodies
Desirable qualities and skills:	<ul style="list-style-type: none"> • Good verbal and written communication skills • Good interpersonal skills • A basic knowledge of fundraising is desirable but can also be enhanced with support

Expectations:	To adhere to the 'Code of conduct for volunteers' and WEBSF policies, procedures and guidance.
Training and support:	<p>Basic role specific training will be provided through one-to-one discussions.</p> <p>Other specialist training will be sought as appropriate and may also be dependent upon obtaining additional funding.</p>
Expenses:	Out of pocket expenses will be reimbursed in line with the WEBSF Financial Procedures Manual.
Benefits of volunteering:	Volunteering is not only an opportunity to put something back into the community but can also help you develop new skills for future employment as well as meet different people. You will be able to make a difference to people living within the community. We are happy to provide references for volunteers as appropriate.
Application process:	<ul style="list-style-type: none"> • Application form • Reference checks (x2) • Informal interview