

Volunteer – Events, Fundraising, Grant Writing Support

Position Title	Volunteer Support – Events, Fundraising, Grant Writing
Reports to	Fundraising Manager, Volunteer Coordinator
Location	Pegasus Riding for the Disabled, Holt, ACT
Objective	
Pegasus Riding for the Disabled ACT is a not-for-profit charitable organisation providing opportunities for people living with a disability to enjoy the pleasures and benefits of therapeutic horse-facilitated programs and activities.	
Outline of Volunteer’s responsibilities and list of tasks:	
<p>From time to time, Pegasus will require some Fundraising, Events or Grant Writing assistance. This could be for a short-term project or a one-off event. The role could be helping the Fundraising team, and the exact duties will vary depending on the nature of the project or event.</p> <p>Tasks could be similar but not exclusive of the list below:</p> <ul style="list-style-type: none"> • Being part of a fundraising or event committee. • Helping to organise an event, including phone calls, administration, assistance at the event etc. • Assisting with paperwork such as filing. • Data entry. • Grant Writing. 	
Experience, Training and Support Plan:	
<ul style="list-style-type: none"> • Previous experience in events, marketing, fundraising or grant writing preferred. • It is important to demonstrate a friendly attitude, to get along with others, and to have a ‘can do’ attitude. • Induction to be completed. • On the job training provided. • Ongoing mentoring, support and training provided. 	
Time commitment:	
Negotiable and will depend on the actual project.	
Benefits:	
<p>Volunteering at Pegasus is a fun and fulfilling experience. Pegasus is a friendly happy community, where everyone is welcome and valued. Volunteering at Pegasus provides an opportunity to help people living with a disability to develop their abilities.</p> <p>Benefits of volunteering at Pegasus include:</p> <ul style="list-style-type: none"> • Opportunity to expand your range of skills and experience. • Physical activity and lots of fresh air and stunning views. • Enjoyable social interaction and involvement with horses and children. • Promotes a sense of wellbeing and happiness. 	