Further Particulars – Development / Communication Volunteer

The Development and Communications department looks after the Garden’s communication with the public and visitors, as well as developing projects with current and future funders. The team consists of the Head of Development and Communications, Anna, and Communications Co-ordinator, Helen.

The Communications team has a broad remit - from marketing our varied events to talking about latest research to come from the Garden and running the Garden’s social media pages. We take care of Garden signage and edit the website, as well as looking after media relations and publicity.

Fundraising enables the Garden to carry out projects that inspire people to engage with plant science and horticulture, to develop our buildings and landscapes and to reach new audiences. The team manages voluntary giving and sponsorship, has recently set up a new Patrons scheme to create a higher level of regular giving to the Garden and will soon be running a major capital campaign.

We are currently seeking a volunteer to support a new capital fundraising campaign that the Garden will be launching in the summer of 2019. This £4 million campaign will need detailed research, planning and support and we are seeking a volunteer who can help with these aspects of it - from researching potential funders to helping organise events and thanking donors.

This role would be of interest to anyone keen to gain experience in a fundraising office and to be part of a large fundraising campaign, or who loves the Garden and would like to learn new skills.

Person specification
- Detailed oriented and good organisational skills
- Discreet
- Willing to spend time researching
- Confident talking to potential donors
- Good teamwork and communication skills
- Fundraising experience is desirable, but we will also consider other skills and experience such as such persuasive writing, sales, project planning, etc.

Purpose
- To support the Head of Development and Communications with maintaining and developing voluntary income to CUBG, with a particular emphasis on the capital campaign.

Principle Roles and Responsibilities
- Support and assist with the CUBG Capital Campaign through research and low level trust applications.
- Assist with administrative support for the campaign
- To help research new funding particularly related to Trusts and Foundations.
- To help support the Patrons scheme.
- Other administration support for the team as required

Basic Details
- 9am – 3pm, 1 day per week (Wednesdays), with a minimum expectation of 3 months.
- The role will be carried out within the Development office in the Garden
The Selection Process...the next step
An Expression of Interest Form should be completed and submitted by those wishing to be considered as a volunteer. All applicants must be aged 18 or over.

An informal chat will be arranged for those applicants most closely matching our requirements. This will be an opportunity to discuss the role with the Head of Development and Communications and a member of the Administration team.

Please download and complete the Expression of Interest Form and post or email to:
Administration
Cambridge University Botanic Garden
1 Brookside
Cambridge
CB2 1JE

admin@botanic.cam.ac.uk