



**Would you like to be part of an innovative, friendly and dynamic team committed to making a difference in school children education?**

### **About the British Brain Bee**

The British Brain Bee is a non-profit organisation that provides resources to local public outreach neuroscience initiatives in England. The main purpose of the charity is to promote the advancement of neuroscience education from early years. We do this by organising an annual competition called the English Brain Bee. The English Brain Bee is the only neuroscience competition currently running in the UK. We aim to:

- create an interest of students in neuroscience;
- incentivise students to participate in the annual English Brain Bee competition by providing various prizes to foster competitive spirit and a sense of achievement;
- provide students with neuroscience hands-on experience by running a 'spotter' examination during which student will have to identify brain structures;
- provide the opportunity to meet with neuroscientists and students who are studying this degree.

### **Our Vision**

An educated, inquisitive community of young future leaders in neuroscience research which will serve the society by developing new diagnostic techniques and treatments for neurological disorders.

### **Our Mission**

Educating the young generation through engagement in neurosciences and STEM in a fun, hands-on manner.

Currently we are looking for a **Volunteer Fundraiser** located anywhere in the UK.

### **Job role**

- To achieve income and expenditure targets that will secure long term resources for the Charity.
- To design and run a programme of key/high profile activities and events to raise income and awareness for the Charity, managing all aspects of fundraising strategy.
- To conceive and develop new fundraising events.
- To achieve personal fundraising targets as agreed with the Volunteer Manager.
- To assist with the support of event participants (general public), and be the first point of contact for any fundraising enquiries.
- To assist with key areas of administration including data entry, record keeping and letter writing as well as to collate and send fundraising materials upon request.

### **Project and Events Management**

- Lead on a programme of challenge events, predominantly running events.
- Lead other projects and partnerships as required.
- Negotiating best deals and obtain value for money.
- Develop a network of volunteers to assist on event days.
- Produce materials in conjunction with the Communications Team for all activities.
- Working with the Communications Team to promote all activities, highlighting supporter stories.
- Maximise fundraising potential on all activities.

### **General duties**



- To attend and present at fundraising events off site including evenings and weekends.
- To represent the Charity at fundraising events and social gatherings when required.
- To work collaboratively and effectively with colleagues to ensure integration.
- To assist in identifying and highlighting key external trends which are relevant to the Charity's operation and provide relevant advice.
- To assist with appropriate plans, budgets and performance measurements for own areas of responsibility.
- To participate, as appropriate, in staff meetings.
- To contribute to the smooth running of the Fundraising Department by active participation in shared administrative duties i.e. post rotas and phone.
- To carry out other tasks as required by the Volunteer and Community Fundraising Manager and Director of Income Generation from time to time.
- Contribute to the effective and efficient running of the General Office as appropriate.
- To adhere to the Charity's Policies and Procedures.

### **What we can offer you**

- Support you with training and DBS check.
- Networking opportunities with the most influential scientists, policy makers and public engagement specialists.
- Invite you to team building events and regular meetings.
- Offer one to one support from your own Fundraising Manager.
- Support your on-going career with job references if requested.
- Reimburse your reasonable local travel expenses
- A great opportunity to make this role your own and be part of an amazing team and organisational culture, shaping a new charity that will make a big impact in the community and to the lives of young people.

This is a great opportunity to utilise your experience in the charity sector, make new friends, and help our services support many young people across the UK.

### **Our commitment to diversity and inclusion:**

The British Brain Bee will treat all potential and recruited volunteers fairly and with respect. We will not discriminate on the basis of disability, ethnicity, marital status, pregnancy or maternity, sex (i.e. gender) sexual orientation, religion or faith, or gender reassignment. We will not discriminate on the basis of age, unless the responsibilities of a role require us to do so in order to safeguard our volunteers and/or service users.

### **Our commitment to safeguarding**

The British Brain Bee is committed to safeguarding and promoting the welfare of children and families and expects all staff and volunteers to share this commitment.

If you are interested, do not hesitate to contact a Volunteer Manager Martyna Petrulyte, [m.petrulyte.14@aberdeen.ac.uk](mailto:m.petrulyte.14@aberdeen.ac.uk).