



**Volunteer Brief**  
Volunteer Team COCO Assistant

**Allocated Supervisor:** Laura Elliott (Fundraising & Marketing Coordinator)

**Hours:** Minimum of half a day (4 hours) in the COCO office at least once a week

**Duration:** following a 3 week trial we would hope that you would continue to volunteer for a minimum of 10 weeks

**Main Objective**

Your main voluntary activities include the Team COCO fundraising tasks of the charity. You are to ensure that the guidance given by your allocated supervisor, and any approved strategies and plans of your role are carried out as efficiently as possible in order to ensure the successful achievement of key goals and targets. Your role will include:

- 1) Administration for running events, this includes contacting runners to thank them for supporting COCO, sending out Team COCO vests and encouraging runners with their fundraising
- 2) Updating the COCO database with details of runners that are fundraising for COCO
- 3) Phoning runners to find out how their training and fundraising is going and to see if they would like to be involved in any press activity
- 4) Contacting the press to publicise details of runners taking part in events for COCO
- 5) Aiming to raise the profile of Team COCO runners through the local media for all relevant events
- 6) Aiming to recruit runners for the Great North Run, Sunderland 10K, Bristol 10K and Bristol Half Marathon
- 7) Update the COCO Facebook page and COCO website with information about all running events
- 8) Assist with the organisation of Team COCO social and training events
- 9) Work with COCO volunteers, COCO Society Presidents at local Universities and the Fundraising and Marketing Coordinator to increase the number of members of Team COCO
- 10) Put together a bi-monthly e-newsletter for Team COCO members
- 11) Volunteer at running events where Team COCO have a presence and help recruit other volunteers to assist you

**Important Notes** COCO considers flexibility paramount and you will therefore be required to perform other duties as are reasonably requested by your supervisor from time to time.

**Additional duties include** answering the phone, the door, taking messages, distributing post and taking post to the post office as well as working with other COCO volunteers where appropriate to complete tasks.

**Commitment to**

- Work to the best of my ability, be punctual and contribute positively to the team
- Represent COCO with a positive attitude and ensure that I am up to date with COCO's activities

If you are interested in the above position please complete the Volunteer Application Form on our website and return to the COCO head office.