



Volunteer Brief

Volunteer University Coordinator

Allocated Supervisor: Laura Elliott (Fundraising & Marketing Coordinator)

Hours: Minimum of one half day a week (4 hours) in the COCO office on a set day and time.

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 University 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) Acting as the main liaison between the COCO Society teams at Newcastle, Northumbria, Sunderland and Durham Universities.
- 2) Encouraging COCO Societies with their fundraising and awareness raising activities.
- 3) Assisting your supervisor with research of RAG fundraising and contacting RAG's for support
- 4) Working with the COCO Society teams to organise a monthly pub quiz in either Newcastle, Durham or Sunderland.
- 5) Recruiting students to take part in COCO Collectives around the UK and organising the collections
- 6) Aiming to raise the profile of COCO within Universities in the region and further afield
- 7) Contacting University newspapers and radio stations about COCO's activities
- 8) Updating the COCO database with details of student supporters
- 9) Phoning previous student supporters and assisting with COCO advocacy work
- 10) Update COCO Facebook page and COCO website with information about all University fundraising
- 11) Assisting your supervisor with RAG applications
- 12) Booking stands at 2012 Fresher Fayres
- 13) Volunteer at any COCO events associated with Universities such as the International Development Conference

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.