



Fundraising Assistant

Volunteer Role Description

Hours: Flexible – any hours per week, ideally on Tuesdays or Thursdays where possible

Location: Remote

The Gardens Trust is the UK's national charity dedicated to protecting and conserving historic parks, gardens and designed landscapes. We work with local volunteer County Gardens Trusts, heritage organisations and planning authorities to ensure these special places are recognised, valued and protected for future generations. Through research, conservation work, education and public engagement, the Gardens Trust champions the importance of the UK's rich landscape heritage.

We're looking for a motivated and organised **Volunteer Fundraising Assistant** to support our fundraising work. This is a great opportunity for someone interested in developing a career in fundraising or keen to support the protection of historic parks and gardens while gaining practical experience with a national heritage charity.

The role includes:

- Conducting research on potential donors, trusts, and foundations
- Supporting the preparation of trust and foundation funding applications
- Assisting with organising and coordinating fundraising events
- Helping to maintain fundraising records and track opportunities
- Providing general administrative support to the Fundraising Development Officer

We're looking for someone who has:

- Strong research and organisational skills
- Good written communication and attention to detail
- Interest in fundraising, charities, or the heritage sector
- Comfortable working independently in a remote environment
- Available part-time, ideally on Tuesdays and Thursdays
- Is friendly, helpful, reliable and can work well as part of a small team

No prior experience in heritage, charities or fundraising required as we'll provide you with all the training and support you'll need.

We'd particularly like to hear from you if you've never volunteered in the heritage or landscape sector before or if you're from a community currently underrepresented in these sectors including Black, Asian and ethnic minority communities, LGBT+ people, people with disabilities, and those with experience of socio-economic disadvantage.

What we can offer:

- Hands-on experience in charity fundraising
- Insight into trust and foundation funding applications
- Experience supporting events and campaigns
- A great way to **kick-start a career in fundraising** while contributing to the work of The Gardens Trust
- Support and training from our Fundraising Development Officer and the wider Gardens Trust team
- Opportunities to get involved in other areas of The Gardens Trust's work
- Travel and lunch expenses for any Gardens Trust events attended as part of your role
- Free access to our online programme of garden history talks, events and training

If you're interested in being a volunteer Fundraising Assistant we'd love to hear from you!

Please contact Tara Tanjga at the Gardens Trust for more information or an informal chat about the role: tara.tanjga@thegardenstrust.org

We are always looking for more volunteers to help us with all areas of our work, so please do get in touch if you'd like to find out about other opportunities at The Gardens Trust.

To find out more about The Gardens Trust, what we do and our upcoming events, visit our website – <https://thegardenstrust.org/what-we-do/>