

Volunteer Event and Fundraiser Assistant

Organisation: The Greyhound Trust - Mildenhall branch

Location: The volunteer's local region and, by agreement, other regions

Closing date: 31/12/2026



Role Description

Purpose of the role:

To support the smooth running of Greyhound Trust events and local events by working alongside staff and other volunteers, to provide a friendly and helpful experience to our supporters and members of the public.

Each branch holds several events to help raise vital funds as well as increase awareness of our work. Branches can also attend local community shows and fairs to fundraise for and promote The Greyhound Trust.

The ideal candidate will be outgoing and have outstanding communication skills. The candidate should have some experience organising fundraising events, although support will be given. For cash handling, the individual will need to be over the age of 18.

This is a fantastic opportunity to work with a growing charity.

Key responsibilities:

- Work together with management to identify appropriate events to attend.
- Organise materials needed for events and develop good relations with those who hold local events.
- Assist by running a fundraising activity stand.
- Welcome visitors to the event.
- Promote the event by word of mouth and work to promote on social media.
- Talk to members of the public enthusiastically about Greyhound Trust to raise awareness about our work.
- Encourage visitors at the event to take part in the activities on offer, including fundraising games, raffles and dog shows.
- Work as a team to set up the event by putting up banners, laying out display stands. Taking down and clearing up once finished.
- Offer appropriate Greyhound Trust publications and materials to the public.
- Answer general queries and direct any homing or other specific dog welfare/training questions to an appropriate member of staff.
- Cash handling.

Required skills & Competencies:

- Passionate about greyhounds, welfare and experience of handling them.
- Be aware of the aims and objectives of Greyhound Trust.
- Enthusiastic, confident and outgoing when interacting with people.
- Good communication and listening skills.
- Ability to work as part of a team.
- Good numeracy skills and experience of handling money, giving change etc.
- Ability to following instructions, attend all briefings and any training sessions related to your role.
- Conscientious with a can-do attitude and an understanding of confidentiality.
- A commitment to support the work of Greyhound Trust and represent Greyhound Trust in a positive way.

What this role will offer you:

We will provide you with a main contact who will manage your tasks, answer your questions and help you whilst carrying out duties. You will receive specific training, guidance and support as well as an opportunity to develop your current skills, alongside gaining new ones. We will provide a Greyhound Trust volunteer uniform, alongside recognition of the role that you are carrying out in support of Greyhound Trust. You'll be making a huge difference to the welfare of the greyhounds in our care.

Recruitment process:

- Submission of interest to the relevant branch.
- Interview
- References
- Induction

How to apply

Email to register your interest at the branch - mildenhall@greyhoundtrust.org.uk

