



BAOBAB CENTRE

for Young Survivors in Exile

Date: May 2026

Role: Fundraising Volunteer Assistant

Minimum Hours we need: 1 day / 7 hours per week

Minimum commitment appreciated: Minimum of 4 months

Location: In person at our office located in 6-9 Manor Gardens, London, N7 6LA

Baobab Supporter: Fundraising Lead – Carlo Geromel

To apply: please send CV and cover email to carlo.geromel@baobabsurvivors.org before **22nd May 2026**, Interview dates w/c **28th May 2026**.

Volunteers are an important and valued part of the Baobab Centre. We hope you choose to volunteer with us and hope that you enjoy the experience and benefit from it!

Key Duties and Responsibilities of the Fundraising Volunteer Assistant Role:

The Fundraising Volunteer Assistant will support the Fundraising Lead in delivering the fundraising plan, primarily by:

1. Developing community-fundraising initiatives and managing streams of income coming from these initiatives. Developing databases and recording all information related to these initiatives.
2. Stewardship of individual minor donors. Emailing supporters and minor donors with updates on progress and achievements, developing databases and recording all information regarding individual minor donations.
3. As needed, support Fundraising Lead for application and reports writing.

Key Skills and Knowledge:

1. Interest in developing skills in fundraising, including individual giving, major donors and community fundraising.
2. Excellent writing, editing, and proofreading skills, with strong attention to detail.
3. Professional written and verbal communication skills.
4. Proficiency in using Excel and fundraising databases.
5. IT skills appropriate for supporting the fundraising function at Baobab.



Candidates will be expected to participate in the Baobab Centre community meetings and activities. The Fundraising Volunteer Assistant is welcome to develop various projects of interest, in consultation with the line-manager and the wider Baobab community.

General

1. To participate in Baobab Centre meetings, community activities and projects where possible.
2. To manage their own workload and use individual line management and group supervision to talk through any issues, professional development, and training opportunities.
3. To ensure all Baobab Centre policies and procedures are read, understood and evidence is provided to management to confirm adherence.
4. All candidates are DBS checked.

Flexibility

To deliver services effectively, a degree of flexibility is needed, and the role-holder may be required to perform work not specifically referred to above. Such duties will, however, fall within the scope of the role. The role description will be subject to periodic review with the role-holder to ensure it accurately reflects the duties of the role.

What we offer

- Your designated Supporter will support you throughout your volunteering with us, including any induction or training needed.
- You will have the opportunity to participate in the life of our community, join community meetings, and will be encouraged to work alongside our team.
- You will have regular opportunities to review how your volunteering experience is going with your supporter. We want this to be a rewarding experience for you!
- We offer limited travel reimbursement to our volunteers.
- We will insure you whilst you are volunteering with us.

Context:

The Baobab Centre works as a non-residential therapeutic community with young asylum seekers and refugees, the significant majority of whom arrived in the UK as unaccompanied minors having experienced a series of overwhelming violent events during their critical



BAOBAB CENTRE

for Young Survivors in Exile

developmental years, as a result of either/both organised and inter-personal violence and/or very difficult journeys into exile in the UK. In the UK, all experience significant difficulties in accessing care and destitution support, housing, education, adequate healthcare and asylum. Our aim is that slowly young people move from our transitional community to taking part in the life of their communities where they can contribute to community life, work, learn, make new and significant relationships and feel free to be themselves.

As a non-residential therapeutic community all staff at the Baobab Centre participate in the development of meaningful relationships and social learning, constructing a holistic therapeutic environment where all relationships with all members of the community matter.

As a volunteer with us, you will be fully embedded within the work of the team.