

We need you (yes, YOU!) PTA volunteer job vacancies

This is the list of roles we *urgently* need volunteers to fill, so please look and let us know which one you can do. ***We have broken the work down into manageable chunks and time-limited roles, so you can offer your support without fear of overcommitment.***

Please email whspta23@gmail.com to let us know what role you are interested in or if you have any further questions. Thank you.

Job role #	Volunteer job role	What's involved	Commitment
1	Volunteer PTA Grants and Trusts Fundraiser(s)	One of the best potential ways to raise large sums towards our target is by securing for grants from trusts. No experience necessary: we have an expert fundraiser and information sources available to support anyone taking on this role.	<i>1-year role (option to continue). Can be shared.</i>
2	Volunteer PTA Parent-fundraising Coordinator	We need someone to seek and manage donations from parents, including: <ul style="list-style-type: none"> • encouraging parents to donate via ParentPay • setting up and running JustGiving and or other crowdfunding campaigns • seeking and managing match-funding donations from parents' employers • setting up and administering PTA accounts on easyfundraising, Give as You Live and other passive donation mechanisms • promoting these passive to parents. 	<i>1-year role (option to continue). Can be shared.</i>
3	Volunteer Pupil-fundraising Coordinator	We need someone who can encourage and support pupils who want to raise money for the campaign.	<i>1-year role (Option to continue). Can be shared.</i>
4	Volunteer PTA Community Fundraiser(s)	We need one or more people who are willing to seeking donations and gifts in kind from local and parents' businesses, including:	<i>1-year role (option to continue). Can be shared.</i>

		<ul style="list-style-type: none"> • exploring opportunities for corporate sponsorship for aspects of the big projects we are looking to raise money for • securing donated raffle prizes and auction lots • securing and organising advertising estate agent boards for PTA events. 	
5	Volunteer PTA Alumni Fundraising Officer	We need someone to take a lead on communicating with and fundraising from former WHS pupils in the school's centenary year.	1-year role (Option to continue).
6	Volunteer PTA Head of Comms	We need someone with Comms experience to take oversight of our communications, draw up a comms strategy, and manage the other volunteers working on PTA communications.	<i>1-year role (Option to continue). Can be shared.</i>
7	Volunteer PTA Newsletter Editor	We need someone willing to 'commission' and edit/proofread articles, and source accompanying photos, for a regular PTA electronic newsletter (frequency tbc). We will supply a template in which to lay it out. We'll also help you to get the stories: tell you who to contact, provide contact details etc.	<i>1-year role (Option to continue). Can be shared.</i>
8	Volunteer PTA Designer(s)	We need someone to design posters and other promotional materials for PTA events and campaigns throughout the year.	<i>1-year role (Option to continue). Can be shared.</i>
9	Volunteer PTA Social Media Officer	We need someone to build and maintain the PTA's online presence: accounts on Twitter, Instagram and Facebook; keep our presence on the school website up to date; and promote PTA events and fundraising initiatives online. Also promote PTA events and campaigns to local media.	<i>1-year role (Option to continue). Can be shared.</i>
10	Volunteer PTA Event Organiser	We need people willing to take on the one-off organisation of individual PTA fundraising events, such as comedy	<i>Limited-time role, running up to an event.</i>

		nights or quiz nights, or even a summer fair. Lots of support will be given.	
11	Volunteer PTA Equal Opps Officer	We need someone to advise us on how to help make sure PTA activities are inclusive and accessible.	<i>1-year role (with option to continue).</i>
12	Volunteer PTA Risk Assessment Officer	We need someone to complete risk assessments for PTA events. No experience necessary, we can train you in what to do.	<i>1-year role (with option to continue).</i>
13	Volunteer PTA Licensing Officer	We need someone to organise alcohol licences for PTA events where alcohol is sold. We will explain what	<i>1-year role (with option to continue).</i>
14	PTA Happy-to- Helpers	We are looking for a list of people who are happy to help at PTA events, by <ul style="list-style-type: none"> • setting up for events • running the bar and serving refreshments at events • selling raffle tickets etc • clearing up after events And to go on a list where we can post requests for other help needed.	Ongoing but you can leave the group whenever you want.
15	Volunteer PTA Admin officer	We need someone to assist with PTA admin of all kinds, from running errands to making copies.	<i>1-year role (with option to continue).</i>
16	Volunteer PTA Website Designer and Manager	We are looking for someone to develop and manage our online presence on the school site and perhaps on our own website.	<i>1-year role (with option to continue).</i>