

### **Volunteer Role: Head of Business Support**

Reports to: BLSAR Leadership Team (the group that runs the charity day-to-day alongside the Trustees)

Status: Volunteer role

Time commitment: Flexible – usually around 5 hours per week, but this can vary depending on your availability and what’s going on

Location: Mostly from home, with monthly team meetings in Bracknell

### **About Us**

Berkshire Lowland Search & Rescue (BLSAR) is a local charity made up entirely of trained volunteers. We support Thames Valley Police and other emergency services in finding vulnerable missing people. To keep the team running, we rely on volunteers who can help with the “behind-the-scenes” work – things like fundraising, IT, marketing, and events.

### **Why this role matters**

This volunteer role provides strategic direction and oversight of the non-operational business functions of the charity that maintains a strong public profile, secures vital funding, delivers successful events, and benefits from robust digital and administrative infrastructure as a part of the Leadership Team. You’ll make sure our operational volunteers have what they need to focus on searches.

### **What you’ll be doing**

- Helping bring together and support the volunteers who look after fundraising, marketing, IT, and events
- Making sure our charity is visible in the community and that people know about the work we do
- Supporting fundraising efforts – from grant applications to local events and community partnerships
- Helping to plan and coordinate events that raise awareness and funds
- Keeping an eye on our IT and digital tools, with help from team members
- Encouraging and supporting the volunteers who help in these areas

You don’t need to do everything yourself – your role is about helping to guide, connect, and support others.

### **Skills that would be useful**

- Some experience in any one of: marketing, fundraising, event planning, or IT/digital tools
- Being organised and happy to juggle a few tasks
- Enjoying working with others and supporting a small team
- Comfortable with everyday computer tools (Word, Excel, email, social media, etc.)
- A positive, practical attitude and willingness to get stuck in

### **What you’ll get from it**

- The satisfaction of helping a volunteer team that directly saves lives

- A chance to use (and grow) your skills in marketing, fundraising, events, or IT
- Experience of working with a committed, friendly team of volunteers
- The opportunity to make a real difference in your local community

#### **How to get involved**

If you're interested, please email [Recruitment@berkshirerescue.org.uk](mailto:Recruitment@berkshirerescue.org.uk) with a short note about yourself and what interests you about the role.