

Volunteer Task Profile

Fundraising & Marketing Admin Volunteer

Background	To help in our busy offices with general fundraising and administration. Volunteers will assist the Fundraising and Marketing Team by helping out with general office tasks such as filing and photocopying, preparing event and sponsorship packs, responding to emails, calling supporters and following up prospective event/campaign participants and producing thank you cards and certificates.
Role Title	Fundraising & Marketing Admin Volunteer
Line Manager (job title)	Senior Community and Events Fundraiser
You will need to be:	<ul style="list-style-type: none"> • Welcoming and professional • Organised and motivated • Reliable • Respectful of and committed to confidentiality, equality & diversity
You will need to have (skills):	<ul style="list-style-type: none"> • General administrative experience • Computer literate to include use of Microsoft Word and Excel • Good telephone manner • Training and Support will be given
Tasks include (but are not limited to):	<ul style="list-style-type: none"> • Responding to general email enquiries • Collection box round and T box appeal administration • Event and sponsorship pack preparation • Assisting with mail out preparation • Updating fundraising events folders • Making event/campaign follow up telephone calls • General office tasks, e.g. photocopying and filing • Maintaining fundraising database, e.g. updating records • Sending thank you letters
Time commitment	3 hours per day Multiple days a week preferable
Disclosure required	None
General Requirements	Induction and mandatory training will be provided Must comply with St Teresa's Hospice Policies and Procedures All volunteers are required to provide proof of ID and satisfactory references