

## Volunteering Role Profile

### Title of Volunteering Role:

Fundraising Office Volunteer

### Reports to:

Fundraising Support Coordinator

### Volunteering Hours:

To be arranged

Our registered volunteers need to be over 18. Under 18's volunteer in the community and at events but need to be with a parent/guardian

### Department and Location of Volunteering Role:

Heald Green or Little Hulton

### Purpose of Volunteering Role:

Administration support to the St Ann's Hospice fundraising team:-

The main purpose of this role is to provide administrative support to the fundraising team. Your role can be flexible depending on your skills and experience with elements including data inputting, typing letters, preparing mail out's, research projects, calling supporters and other general administration tasks.

The Fundraising Office Volunteer will role model our core values...



## Tasks & Activities to be undertaken:

- Data inputting into spreadsheets and our fundraising database
- Sending out fundraising packs and letters
- Preparing fundraising materials
- Phoning existing supporters to say thank you/good luck for their events
- Making approaches to organisations or companies via email/phone
- Online research projects
- Keeping the office tidy
- General administration tasks – photocopying and laminating
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## Qualifications/Skills/Experience

- Motivated to help make a difference
- Are enthusiastic and reliable
- Are friendly and hardworking
- Are organised and able to keep accurate records
- Are comfortable using the computer and internet
- Have the ability to communicate in a confident manner to a range of different groups
- Are able to commit to the agreed hours and provide reliable support

## Training & Support Provided:

- The opportunity to gain experience of working as part of a busy fundraising team
- Full induction and ongoing training
- Information and materials to help you carry out your role effectively
- Ongoing support and supervision in your role
- Experience of working in the charity sector
- The opportunity to learn new skills
- Reimbursement of out of office expenses incurred while carrying out activities for St Ann's Hospice, e.g. travel, lunch (in line with the hospices reimbursement of expenses policy)
- Volunteer get-togethers
- Online mandatory training will need to be completed asap after commencing via Moodle portal

St Ann's Hospice is committed to safeguarding and promoting the welfare of adults at risk and children.

Issue Date Mar 22, Review Date Mar 25



St Ann's Hospice, St Ann's Road North, Heald Green, Cheadle, Cheshire SK8 3SZ

☎ 0161 437 8136

🌐 [www.sah.org.uk](http://www.sah.org.uk)

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