

Fundraising Office Volunteer

Brandon Trust is looking for a volunteer to join the Fundraising team. The successful candidate will be an enthusiastic, motivated, proactive individual hoping to get experience working in a growing fundraising team.

The main purpose of this role is to join a team of like-minded people to support the team to raise income and awareness of Brandon Trust. The role will involve supportive and key administrative duties.

The role will help you to develop fundraising knowledge, enhance administrative skills and really boost your CV. We will help improve your employability with on-the-job training and personal development.

Volunteer Role Description

ROLE	Fundraising Office Volunteer
OVERSEEN BY	Head of Fundraising
TIME PERIOD	3 months minimum
HOURS PER WEEK	Ideally 1 day per week but flexible

Main Tasks

- Provide basic secretarial support to the Administrator and Fundraising team
- Deal with hard copy and electronic correspondence
- Help the administration system
- Deal with enquiries and passing on to the correct team member
- Prepare packs to send/deliver to our supporters
- Log, record, maintain and create filing systems
- Maintain a database
- Count cash and process
- Support the Fundraising team on key appeals
- Share your skills and experience
- Help organise street and store collections
- Distribute marketing materials to community support groups
- Volunteers may be asked to take on other tasks to support and assist the smooth running of the organisation

Volunteer Profile

Skills and Experience Needed

Essential

- An enthusiasm for working in the charity sector, specifically in a fundraising and admin role
- Good communication skills, both written and oral
- A personable and friendly manner, and a confident, cheerful telephone manner
- Organised with attention to detail
- Ability to use your own initiative and work within specified guidelines
- Positive attitude, particularly to learning new tasks and skills
- Good keyboard skills, Excel and Word
- Comfortable with cash handling
- A desire to improve the quality of life for young people and adults with learning disabilities and autism

Desirable

- An understanding of the charity sector

Benefits of Involvement

What benefits can I expect?

- Knowledge and understanding of fundraising
- Gain an understanding of the operations of a charity
- Valuable experience volunteering for a charity
- Gain experience of how to maximise office skills to improve productivity
- Develop organisation and negotiation skills

What support will be given?

- Supervision in all your activities with agreed goals
- An information pack to help familiarise you with the work of Brandon Trust and the Fundraising team
- During your time volunteering you will be able to draw on the team for guidance and advice
- You will be provided with a kit of information, desktop PC, phone and any tools you need to deliver results

Expenses

- Volunteers may claim for travel (own-car mileage or bus fare on receipt of bus ticket) in line with Brandon Trust's Volunteer Expenses Policy
- Stationery will be provided by the Fundraising team