

## Volunteer Role Description

<b>Role Title</b>	Office Volunteer – Fundraising
<b>Based at</b>	GUC
<b>Responsible to:</b>	
<b>When</b>	Any weekday
<b>Time Commitment:</b>	(Part or full time 1 day a week)
<b>Duration</b>	Ongoing
<b>General Purpose of the Role</b>	<ul style="list-style-type: none"> <li>To support our Fundraising staff by doing a wide range of administration tasks.</li> </ul>
<b>Outline of Tasks</b>	<p><u>Some of the tasks you may be involved in are:</u></p> <ul style="list-style-type: none"> <li>Answer the phone, respond to queries/pass on messages.</li> <li>Prepare or amend documents using excel or word.</li> <li>Help department with mail outs.</li> <li>Support with merchandise and publication process and distribution</li> <li>Enter data on to database.</li> <li>Proofread documents.</li> </ul>
<b>Skills and Personal qualities we need you to use.</b>	<ul style="list-style-type: none"> <li>Computer literate - knowledge of word, excel and PowerPoint and data entry using a CRM database.</li> <li>Reliability – be able to commit to a set time and day each week.</li> <li>Problem solving – be able to work on own initiative.</li> <li>Pleasant telephone manner – be clear and concise when taking call and passing on the message.</li> <li>Good communication – consult with the relevant staff member about given tasks.</li> </ul>
<b>Training, Support and Supervision you will be given</b>	<ul style="list-style-type: none"> <li>A full introduction to the site and to the tasks</li> <li>Training in relation to Health &amp; Safety and any other training relevant to the tasks you do.</li> <li>Attend any in-house staff training as appropriate.</li> <li>A review meeting with your named contact at least once every six months.</li> </ul>
<b>General Duties</b>	There are other general responsibilities and expectations set out in the Volunteer Agreement which you will need to sign before starting work with us.
<b>Notes:</b>	We are always looking for help with the fundraising events we put on. These are usually at weekends. There is no obligation, but this could be an additional activity you could get involved in.