



Volunteer Role Description

Fundraising Administrative Assistant

What is a Fundraising Administrative Assistant Volunteer?

The main purpose of this role is to provide administrative support to the Fundraising team to help those research and approach new fundraising prospects such as companies, rotaries and schools. Your role can be flexible depending on your skills and experience with elements including data inputting onto our donor database, researching prospects, inputting events onto third party websites or contacting existing donors to wish them luck with their events.

What's involved?

Volunteers will assist staff/volunteers undertaking various tasks, including:-

- Performing general office duties – answering enquiries and making telephone calls; dealing with correspondence; word processing; filing; spreadsheet tasks; mass mailings; meeting preparation; maintaining lists, etc.
- Assisting with updating the Database used by the Charity
- Writing and sending thank you letters to our supporters
- Assisting with general reception tasks, eg courier collections/delivery, welcoming visitors
- Checking stationery and stock levels are maintained, eg photocopy/fax paper, toner etc.
- Maintaining high standards of office organisation and presentation

Skills and qualities beneficial for the role:

- Show a positive and enthusiastic attitude to the ethos of the Dame Vera Lynn Children's Charity
- Be proficient in using the latest versions of MS Word, Excel, PowerPoint and Databases
- Show competency in the techniques of e-mail and web searches
- Practice a high degree of literacy, spelling and accurate writing and record messages correctly, demonstrate good communication skills, together with a pleasant telephone manner
- Follow instructions and function under supervision
- Operate under pressure and meet deadlines
- Carry out tasks effectively, both independently and as part of the Fundraising team
- Show awareness and comply with all aspects of Health and Safety in relation to your assigned environments

What's in it for you?

- Enjoyment of meeting a variety of new people

- Gain new skills and experiences
- Opportunity for others to learn and benefit from your skills and experiences
- A huge sense of satisfaction in knowing you are helping others and making a difference
- Acknowledgement that Dame Vera Lynn Children's Charity would not be able to offer the services to families without the commitment of volunteers.

Extra information

Location:

- You will be based at: Dame Vera Lynn Children's Charity, Unit 1, The Courtyard, Holmsted Farm, Staplefield Road, Cuckfield, West Sussex, RH17 5JF

Time commitment:

- Specific times will be as agreed with allocated point of contact.
- Volunteers should be prepared to make a regular commitment to suit personal availability
- Flexibility for volunteering at Dame Vera Lynn Children's Charity to fit in with your individual availability and personal commitments

Dress Code:

- Smart/casual

Reporting To:

- Communication and Fundraising Executive 01444 473274 debra.elliott@dvlcc.org.uk

Training/Resources:

- Task specific training will be provided as you volunteer.
- Mandatory training such as Moving & Handling, Fire Training, Data protection and Safeguarding. In addition, you will complete an induction with your line manager. Specific, specialist training will be provided where appropriate/relevant to the area you will be assigned to. Ongoing support is available to volunteers through their line manager.
- Some volunteering opportunities at Dame Vera Lynn Children's Charity will require an enhanced Disclosure check by the DBS – this does not mean that you cannot volunteer for us if you have a previous conviction. Dame Vera Lynn Children's Charity conforms to all aspects of the Rehabilitation of Offenders Act 1974.
- Volunteers must participate in occasional training/information sessions and respect the policies of Dame Vera Lynn Children's Charity. Where applicable Volunteers must be prepared to undertake regular updating of Mandatory training as and when required.
- Dame Vera Lynn Children's Charity operates a non-smoking policy throughout all the building. This includes electronic cigarettes and vaping.

About Dame Vera Lynn Children's Charity

Supporting under 5s with cerebral palsy and other motor learning impairments realise their full potential

The Charity was created to give very special children a place where they can learn and thrive in a warm, supportive setting that understands their unique journey.

Through our early intervention service and support network, we work alongside families to give their very young children the best possible start in life – so that they can realise their full potential.

We receive no statutory funding and rely entirely on the community to raise our funds. Your support is extremely important to us and we are grateful to each and every one of our supporters.