

Fundraising Mailings Assistant

Occasional days throughout the year

About This Position

To provide occasional help during fundraising mailings sent from Humanity & Inclusion UK's offices.

In order to support Humanity & Inclusion's worldwide work with disabled people, Humanity & Inclusion UK sends mailings to its existing supporters several times a year. We are currently looking to build a small team of people who could put the mailings together, ready to be posted. This is a crucial way for our organisation to keep our costs to a minimum.

Essential Skills

- High attention to detail
- Well organized
- A positive attitude to working as part of a small team
- Ability to use initiative and to work on their own
- Not being fazed by a pile of a few thousand letters!

Time Commitment

Mailings take place throughout the year. You will be informed at least two weeks before your help is needed. (In the case of an emergency mailing, you will be informed two or three days prior the mailing)

Location

In Humanity & Inclusion UK's offices in Southwark.

How to Apply

To apply, please fill in the volunteering application form and send it along with your CV by email or post.

By email: recruitment.uk@hi.org

By post : Humanity & Inclusion UK (Volunteering), 9 Rushworth Street, London SE1 0RB

Notes

For further information about this role, please contact Humanity & Inclusion UK on 0870 774 3737 or by email: recruitment.uk@hi.org



Humanity & Inclusion UK values diversity and welcomes applications from all sections of the community. We particularly encourage applications from people with disabilities.