



Administration & Fundraising Volunteer

Humanity & Inclusion is a charity working in situations of poverty and exclusion, conflict and disaster in around 60 countries worldwide. Working alongside people with disabilities and other vulnerable people, we respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

As the Administration and Fundraising volunteer, you will be part of a small, dynamic and ambitious team with big plans. You will be providing administrative support to our Individual Giving team on a regular basis. By volunteering with us, you will help provide excellent donor care to our supporters, as well as assisting with the smooth running of our office. You will gain first-hand experience of working for a charity and you will get a chance to enhance your CV.

Key tasks you may be able to support:

- Scan and save donation forms following specific guidelines.
- Monitor the quality of previously scanned documents.
- Package welcome packs and thank you letters to donors.
- Ensure mailings are ready for posting including sorting, packing and franking large scale mail outs
- Be responsible for sorting and opening the mail.
- Data entry onto our donor database with accuracy and efficiency
- Provide additional support to the Individual Giving and Communication team when needed.
- Provide assistance in creating donor marketing materials
- Adhoc research and reporting projects when required by the team
- Assisting with the logistics and project management of fundraising events

Essential Experience:

- Excellent attention to detail.
- Competent in the use of Microsoft Office (especially Word, Excel and Outlook).
- Strong planning and organisational skills.
- Excellent spoken and written English.
- Previous data entry experience
- Initiative and the ability to work independently.
- A positive attitude to working as part of a small team.

Desirable Experience

- An interest in charitable activities

Hours

To be agreed with the volunteer, in accordance with their availability. It is hoped that the volunteer may be available for at least two days per week.

This is a voluntary position but contributions to lunch (up to £6/day) and travel costs (up to £11.70/day) are made on presentation of receipts.

Location

Humanity & Inclusion UK's offices are situated in Southwark, London. The offices have an open-plan setting.

How to apply

Fill in the volunteering application form and send it along with your CV by email or post to:

By email: recruitment.uk@hi.org

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

Applicants invited for an interview will be asked to complete a small data entry assessment.

For further information, please contact Humanity & Inclusion UK on 0870 774 3737 or by email at 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.