

Admin Volunteer: Fundraising Team

26th November 2019

Where? FareShare, Unit 7 Deptford Trading Estate, Blackhorse Road, London, SE8 5HY

How often? Ideally our admin volunteers will volunteer two or three days each week. However, this is flexible.

When? 2-3 days a week, Monday-Friday, 9:00-17:00

How Long? To get the most out of these opportunities you would normally need to volunteer for a period of around three months but this is flexible.

Why we need you:

FareShare relies on voluntary income to continue to redistribute meals to vulnerable people and reduce the environmental impact of surplus food. This role would help the Fundraising Team to attract, support and retain supporters.

We are seeking a volunteer who is interested in learning about fundraising as they will be supporting a wide range of fundraising activities in a dynamic and exciting environment.

What will you be doing?

This role involves supporting the FSUK Fundraising Team. This will include tasks such as:

- Supporting on communications to donors and responding to enquiries
- Responding to new community fundraisers on fundraising platforms e.g. JustGiving
- Help to collate Corporate and Trust volunteering opportunities
- Collaborate with the Marketing and Communications team on a fundraising social media schedule
- Researching potential funders
- Helping collate case studies for reports and proposals
- Supporting with posting materials to fundraisers
- Representing FareShare in a courteous and professional manner at all times

Key skills/qualities a volunteer needs for this role:

- Minimum of 18 years old
- Confident on the phone with a friendly manner
- Understanding of the needs of volunteers
- Able to use Excel, Word, Outlook and the internet
- Able to use your initiative and prioritise tasks
- Able to support a variety of tasks and stay organised
- Able to communicate with a range of audiences
- Able to work in a team
- Flexible - there may be times when we ask you to help on other projects/tasks

What will you get out of it?

- Support and supervision from the Fundraising Corporate Partnerships Manager

- An induction and training for the role
- Reasonable travel expenses and a free lunch
- A fun and friendly place to volunteer
- The opportunity to take on new challenges
- A reference for those who have satisfactorily committed to at least 3 months
- The opportunity to support a great cause and give something back to your community
- The opportunity to gain experience or utilise and build on the skills you already have of working in an office and working for a charity.

To apply for this position you will need to send a cover letter to nichola.wilson@fareshare.org.uk, explaining why you are interested in this role. Please also ensure you include your contact details on this cover letter. You will be required to attend an informal chat about the role to ensure it's a good fit. We also offer a trial period to ensure that the role works for both parties.

If you need any other information about the role or recruitment process, please feel free to call Nichola on 020 7064 8919 for more information.