


## Role Description

<b>Role Title:</b>	<b>Fundraising Admin Volunteer</b>
<b>Department:</b>	Fundraising
<b>Reports to:</b> 	Head of Fundraising
<b>Location:</b>	Home or Office Based or Hybrid

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### Overall Aim

Housing for Women (H4W) is a charity and a housing provider with a mission to empower women and challenge inequality. We support women through affordable housing, help women and children escaping domestic abuse, survivors of trafficking, women leaving prison and older women.

We are looking for a Fundraising Volunteer to support the Fundraising Team. This will involve key tasks such as updating records on our Salesforce CRM system helping to reorganise the fundraising filing system and some comms work.

If you are looking to gain hands-on experience in administration under the guidance, support, and supervision of a friendly and experienced fundraising team, this is the perfect opportunity for you. We will provide relevant training and help you to identify career development opportunities.

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### Key Responsibilities

#### 1. Administration

- To update and maintain our list of contacts on our Salesforce CRM
- To reorganise fundraising files and maintain an orderly system.
- To assist the team in dealing promptly with enquiries,
- To assist in the contact with donors,
- To assist the team in keeping fundraising systems and records up to date.
- To support the team with the planning and delivery of events to achieve fundraising targets.

#### 2. Other

- To attend meetings including one to one meetings as and when required,
- To Act in accordance with the aims of Housing for Women
- To Promote and implement Housing for Women's Equal Opportunities Policy and other policies adopted by the Board

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### Availability

We are looking for someone who can commit to 7 hours per week for a minimum of 3 months. We are flexible with the days and hours, but the volunteer will be expected to be able to attend occasional pre-arranged virtual meetings during regular working hours.

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## Benefits of volunteering

This is a great opportunity for somebody looking to start a career in fundraising. The successful candidate will be provided with a comprehensive introduction to fundraising administration and the charity sector, with full support and training from the Head of Fundraising. Some additional benefits are:

- Experience of working in a supportive and professional environment
- Full induction, support and supervision
- Opportunity to develop new skills
- Relevant training opportunities (i.e., Confidentiality, Data Protection, etc.)

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## Additional Information

- Core training and induction will be provided prior to commencing the role
- We reimburse genuine out of pocket travel expenses (London zones 1- 6) to and from the place of volunteering and up to £5 a day for lunch expenses

We welcome applications from people of all backgrounds and sections of the community and we particularly encourage applications from senior citizens, ex-offenders, LGBTQ+ people and Black, Asian and Minority Ethnic (BAME) candidates as they are currently under-represented in our Volunteering Programme.

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## Role Experience, Knowledge and Skills Profile

<b>Experience and Knowledge</b>	<ul style="list-style-type: none"><li>• An interest in fundraising including corporate fundraising</li><li>• Computer literate and good working knowledge of MS Office packages, i.e. Word and Excel as well as Salesforce or other CRM systems</li><li>• Some experience or understanding of fundraising</li><li>• Experience dealing with the public through retail, face to face or telephone fundraising, etc.</li><li>• Able to access secure internet connection.</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Motivated self-starter with the ability to work independently on own initiative and as part of a small team</li><li>• Excellent customer care skills</li><li>• Strong planning and organisational skills with a proven ability to meet deadlines</li><li>• Flexible, creative and proactive approach to work</li><li>• Resilient, able to handle conflict and remain calm under pressure</li></ul>
<b>Personal style and behaviour</b>	<ul style="list-style-type: none"><li>• Personal commitment to the corporate values, vision and objectives of Housing for Women's culture of continuous service improvement</li><li>• Evidenced commitment to equality and diversity</li><li>• Sensitivity to working in a multicultural environment</li></ul>

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For more information, please contact **Chryssy Hunter – Volunteer Coordinator**

**Email:** [volunteer4us@h4w.co.uk](mailto:volunteer4us@h4w.co.uk) **Phone:** 0207 7944 804

To apply, please complete this application form - <https://forms.office.com/e/Cx7NaDH8C4>