

Volunteer Request Form



MINISTRY NAME	Supporter Relations
POSITION TITLE	Volunteer
OVERSIGHT	
LOCATION	HQ

<u>Ongoing</u> From: ASAP <u>Project based</u> Start: Finish:	<u>HOURS</u>	
	Monday	
	Tuesday	
	Wednesday	
	Thursday	
	Friday	
	Saturday	
	Sunday	

General Summary of Position

We are looking for someone to come into the office for approximately 6 hours a week. They may be a whole day from 10am to 4pm or split over more days, whatever suits, to help us with the administration tasks for the Supporter Relations team.

Tasks

This will involve mainly maintaining a database of all correspondence received with regard to new records, amendments to existing records and closure of records, inputting of Gift Aid Declarations, communications history and data cleansing of the ThankQ CRM. It will also include undertaking general office administrative duties as requested from time to time.

