

Fundraising Office Support Volunteer

Location: Remote from home, all you need is a computer or in the Winston's Wish office in Gloucester.

Who is Winston's Wish?

Winston's Wish provides emotional and practical bereavement support to children and young people up to the age of 25, their families and those who care for them.

About this role

We are seeking a Fundraising Office Volunteer to support us at either our office in Gloucester or from your own home. You will play an essential role in supporting the fundraising team through regional, campaign or event specific research, sourcing suppliers and raffle prizes for events or assisting with posting out of fundraising material. Basic computer skills are essential.

Why am I needed?

At Winston's Wish we believe no child or young person should ever have to face grief alone. Our fundraising team work tirelessly to generate £2.5million of income each year to allow us to be there to support grieving children and young people. The team would like a reliable volunteer to assist them with administrative tasks at a time that suits you.

What will I be doing?

- Researching community groups and organisations to identify opportunities where Winston's Wish could promote its events.
- Supporting the fundraising team by providing regional, campaign and event specific research
- Researching and contacting organisations for the donation of raffle prizes.
- Sending email enquiries and coordinating responses.
- Sending out fundraising materials when necessary (and if local to Gloucester office).
- Being an advocate for Winston's Wish and our values.

What skills do I need?

- Ability to work on your own initiative and as part of a team.
- Reliable, enthusiastic and keen to support the work of the charity.
- Good IT skills including basic use of Word, Excel and Outlook and be comfortable using search engines such as Google.
- Ability to communicate effectively with other members of the team and supporters.

How much time do I have to commit?

The hours are flexible and will be dependent on your availability and the charity's current priorities. If volunteering at home these projects can be done in the evening or at weekends on your own laptop. If in the Gloucester office this would be between the hours of 9am and 5pm. It would be ideal if you could commit to at least four hours a week on a day/days to suit you.

What will I get in return?

- A rewarding experience making a difference to children and young people impacted by bereavement.
- An opportunity to gain experience of working as part of a busy fundraising team.
- Being part of an enthusiastic, supportive team.
- An opportunity to learn new skills.
- Meeting new people.
- Support and supervision to undertake the role.

How do I apply?

For more information or to apply for this volunteer role please email volunteer@winstonswish.org. By emailing us you agree for us to contact you about volunteering in your community.

Please note that this is a voluntary, unpaid position, with a possibility of contributing to the cost of travel from your home to our office. This voluntary role requires a Basic DBS (Disclosure Barring Check) to be carried out. The DBS is free of charge and will involve filling out an online form and supplying proof of ID.