

Volunteer Role Profile



Volunteer Role	Fundraising administrator volunteer
Volunteer Manager	Fundraising manager
Where you will be based	Home

Why we want you

From helping with thanking our amazing donors, to researching potential new partnerships, this is an exciting opportunity for you to get involved in the vital planning and administrative tasks which keep our team going. This role can be undertaken from home providing you have access to a suitable pc or laptop, or in a British Red Cross office (subject to availability).

What you will be doing

- Supporting with thanking donors, and other vital admin tasks
- Researching and contacting local business and organisations
- Helping with the organisation and promotion of a variety of projects
- Contacting volunteers and supporters

The skills you need

- Enthusiasm!
- The ability to work both independently and in a team
- Basic computer literacy, including Microsoft Office

What's in it for you

- Gain experience in an administration/office role
- Meet new people and be part of a dynamic and inclusive team
- Learning opportunities so you can represent the British Red Cross with confidence
- The knowledge that you are making a difference to people's lives
- Be the power of kindness in your community