

# Thames hospice

**Role:** Fundraising Data Team Support Volunteer

**Location:** Thames Hospice Bray Lake site

**Hours:** 4 per week, on one of Monday-Thursday

**Length of commitment:** Open ended but ideally minimum of 6 months-1 year

**Volunteer Manager:** Marisa Hobbs

## Volunteer Role Description

We are looking for an individual with a keen eye for detail to help us maintain our supporter database and keep our records up to date. The Fundraising Team at Thames Hospice need to raise almost £6 million this year to ensure our services are available for those who need them, and the Data team are responsible for making sure the information we hold is accurate and comprehensive. This role would support our team in carrying out routine tasks, using Excel and other computer systems.

## Purpose of role

Uploading files to our fundraising database to maintain accuracy of records

## Main tasks

- Downloading reports
- Formatting data
- Checking data for accuracy
- Uploading files to database

## Training and Support

- Training and supervision to be given by Data team

## Special conditions

- Data protection and Non-disclosure agreements required

## Knowledge, skills and abilities required

- Strong IT literacy
- Familiarity with Excel
- Excellent attention to detail
- Ability to follow a procedure closely and thoroughly

## Thames Hospice Values

*Compassion, Ambition, Respect, Excellence*

*Thames Hospice is committed to being an equal opportunities organisation; to promoting equal opportunities and preventing discrimination. Thames Hospice is also committed to safeguarding and promoting the welfare of all service users, volunteers and staff and expects all volunteers and staff to share this commitment.*

Thames Hospice, Windsor Road, Maidenhead, SL6 2DN

Call 01753 842121

[www.thameshospice.org.uk](http://www.thameshospice.org.uk)   

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