

Thames hospice

Fundraising Research Assistant Volunteer Role

Location: Remote/home working

Hours: Flexible (can include evenings and weekends)

Volunteer Manager: Managers within the fundraising team

Purpose of role

To support the Fundraising Team with identifying and researching potential supporters or supplier for Thames Hospice.

Main tasks

- Research individuals, trusts and companies who have been identified by the team who may have the ability to support the hospice or work with the hospice to find out useful information (as requested by the team).
- Working with the team to identify new individuals, trusts and companies who may have the ability to support or work with the hospice
- Researching individuals, trusts and companies using online sources to discover: any donation history or links with charities, any volunteer history, professional and personal connections, personal interests, other wealth indicators
- Research other companies or connections with whom the hospice may want to work with
- Where appropriate make phone calls to companies and trusts to establish contact and find the best point of contact

Induction

- Time with the fundraising team who you will be working with
- Research training is available (subject to discussion)

In addition the following training and support will be given:

- Using the database – Donorfy
- Information governance e-learning training
- Regular Volunteer meetings (optional)

The role is subject to a trial period after which both parties can review the suitability of the role

Knowledge, skills and abilities required

- Enthusiastic, committed and able to use initiative
- Experience of researching through online sources
- Able to summarise information found and communicate this back in an effective way

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   

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