



Roman Catholic Archdiocese of Southwark

59 Westminster Bridge Road London SE1 7JE

The Catholic Archdiocese of Southwark is led by Archbishop John Wilson and is home to St George's Cathedral, 180 parishes and 169 schools, serving people in South London, Kent and a part of Surrey. We spend our £29m income on a huge range of activities, from supporting the mission and ministry of our parishes and schools, to hundreds of projects helping those most in need in society.

Title of volunteer role:	Fundraising Volunteer role
Volunteer Supervisor:	Head of Fundraising
Age Requirement:	Over 18 years
Number of volunteers required:	Two
Location:	Finance Office, 59 Westminster Bridge Road, SE1 7JE
Nearest Stations:	Waterloo/Lambeth North/Elephant Castle

Role Summary: We are looking for a fundraising volunteer to be based in the finance office and supporting the fundraising team. This role will suit someone who is looking to get hands on experience in fundraising or an office environment, or maybe someone who could bring their office experience and skills to support the team.

This role will involve tasks such as organising the legacy gifts files, inputting data onto a CRM database, mail-merging thank you letters, general administration, scanning and filing, helping to organise events, printing and mailing materials, etc. The role brings opportunities for someone to get a good idea on how a fundraising department works and its various component parts.

Key tasks:

- Proof reading and amending newsletters to a print ready standard
- Printing and packaging newsletters for delivery
- Populating spreadsheets
- Helping to organise, promote and run fundraising events
- Data input onto a database
- Simple office administration (filing, scanning, designing materials, printing, mail-merging, postage)
- Trust & grant research and preparation

Time requirement:

- Ideal commitment is for two days per week for 6 months between 10am and 4pm (flexible)
- Minimum commitment is 1 day each week for at least 3 months 10am and 4pm (flexible)

Skills and qualities required:

- Organised and enthusiastic
- Event planning/organising
- Great people skills – approachable, helpful and friendly
- Professional and resilient
- Self-motivated
- Good telephone skills
- Experienced with word/excel
- Accuracy and attention to detail
- An interest in research and picking out key facts from lots of data and information

Training offered:

You'll meet with and work alongside the Head of Fundraising and the Parish Fundraising Manager. You will receive training relevant to the activities you are most able to participate in.

Benefits:

- Helping a worthwhile charity
- Opportunity to develop fundraising and office skills
- Meet new people
- Be active and engaged
- Add value to the charity
- Learn new and transferable skills and improve your CV

To apply

Please send your CV with a cover note explaining you are interested in this role to Sarah Wood, HR Manager, via email sarahwood@rcaos.org.uk

If you have any questions about this role, please email or call Roisin McLaughlin, Head of Fundraising, on roisinmclaughlin@rcaos.org.uk or 020 7960 2504.

Thank you for your interest!