



Volunteer Profile - Community Fundraising Administrator

- Volunteer Position:** Community Fundraising Administrator
- Place of Work:** Home based and one of the Step by Step offices in Aldershot
- Reporting to:** Step by Step Community Fundraiser

Background to the post:

Step by Step is a dynamic local charity, based in Aldershot, which has over 15-years experience in progressing young people from homelessness and the problems associated with it. We provide accommodation and support to young people, mainly aged 16 -25 years. This is achieved through a number of services within Step by Step each with its own specific aims and objectives but within the overall mission of *"empowering homeless people and those facing adversity to achieve their full potential"*. We also promote widespread awareness of the issues involved amongst the local community.

Purpose of Role:

Working as part of our dedicated team of community fundraising volunteers you will assist the Community Fundraiser with the administration tasks associated with the role, namely;

- ♦ Making amendments to PowerPoint presentations.
- ♦ Analysing Excel spreadsheets with a view to providing information to the Community Fundraiser.
- ♦ Contacting our supporters and team of volunteers for various reasons by phone or email.
- ♦ Other ad-hoc administration tasks as required.
- ♦ Creating and maintaining a register of e.g. local clubs, organisations etc.
- ♦ Helping with the organisation of Open Days, events and meetings for churches, other supporter groups etc.

Key Skills and Attributes Required

- ♦ Good communication and interpersonal skills.
- ♦ Good telephone manner.
- ♦ Sympathetic to the work that Step by Step is doing.
- ♦ IT literate with a good working knowledge of Word, Excel, Powerpoint and Outlook.
- ♦ Reliable and able to meet deadlines when appropriate, liaising and reporting to the Step by Step Community Fundraiser, any outstanding actions that cannot be completed.
- ♦ Able to organise your own work and display initiative once direction has been given by the Step by Step Community Fundraiser.
- ♦ Good attention to detail.