



FUNDRAISING VOLUNTEER ROLE BRIEF

Role Title Fundraising Volunteer

Position Voluntary Worker

Reports to Head of Fundraising (Owen Collins)

Purpose To support Fundraising services at Guildford Cathedral

Overview We are looking for an enthusiastic volunteer based in the Development Office of Guildford Cathedral, to help with fundraising administration. Guildford Cathedral provides a friendly, supportive environment, in which volunteers are invited to contribute their skills and to grow in confidence/competence

Fundraising

The role brings opportunities for someone to get a good idea on how a fundraising department works and its various component parts, as well as gaining valuable office skills. You will work alongside an energetic, positive, collaborative team, who will provide support and training to you in this role.

Guildford Cathedral is led by Dean Bob Cooper and is the seat of the Bishop of Guildford. We spend c.£1.5m income on a huge range of activities, from supporting the mission and ministry of the church, to projects helping those most in need.

Desirable qualities/skills

Approachable and friendly manner willing to join in and help with tasks. Comfortable and confident with administration (using a computer/ email etc) with a good eye for detail. Effective communicator with team working skills. This role will suit someone who is looking for hands on experience in an office environment or working in the charity sector. Confidentiality and honesty are also key.

Principle Tasks

- Sending out emails/ letters thanking donors for gifts
- Updating donation records
- Scanning and filing paperwork
- General administration



When and Where

In the Development Office of Guildford Cathedral. This is a new role, but we imagine 0.5 days per week – flexible hours.

Support Offered

You'll meet with and work alongside the Head of Fundraising and other Cathedral staff. You will receive training relevant to the activities you are most able to participate in. There will be an initial trial period to ensure that you are happy in the role and that you have all the necessary information to enable you to thrive.

Benefits

- Helping a worthwhile charity
- Developing fundraising and office skills to improve your CV
- Meeting new people
- Being active and engaged
- Adding value to the charity
- Free car parking
- 10% discount on purchases in shop

Application Process

If interested in this role, or you have further questions, you are welcome to contact Owen Collins, Head of Fundraising, by email or telephone

Owen.Collins@Guildford-Cathedral.org

07585 360952

You are welcome to send in your Curriculum Vitae; however, we will require you to fill in a short application form and supply two references prior to commencing your role.