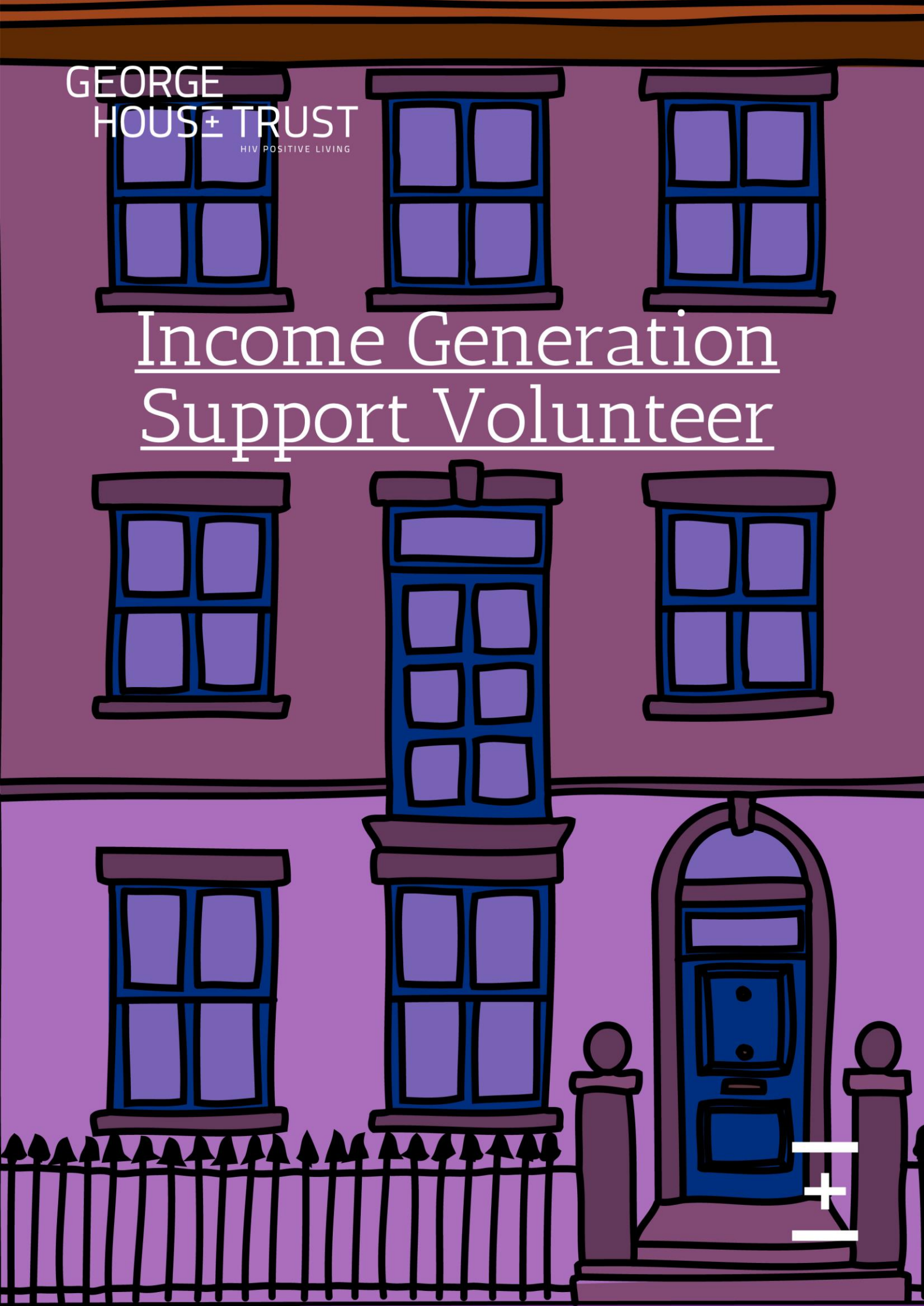


GEORGE
HOUSE+TRUST
HIV POSITIVE LIVING

Income Generation Support Volunteer



Purpose	<p>To ensure that anyone who makes a donation to George House Trust is acknowledged and thanked.</p> <p>This role is vital in ensuring that our supporters feel valued and thanked and understand the difference that their donation has made to the work of George House Trust and the people we support.</p>
Work Area	Office Support
Key Activities	<p>As an Income Generation Support Volunteer you will write thank you emails and letters to people who have donated to George House Trust. You will help maintain a database of donors to ensure that George House Trust records remain up to date and accurate.</p> <p>This role may also involve supporting with fundraising campaign mailouts and sending fundraising packs to supporters.</p> <p>Key tasks include:</p> <ul style="list-style-type: none"> ▪ Ensuring donors are thanked in an appropriate and timely fashion by writing thank you letters and emails using the standard templates provided ▪ Updating donation information on the George House Trust database, including donations given through Just Giving, Credit Card and by post. ▪ Helping to check financial records against fundraising records. ▪ Ensuring supporter and donor mailing preferences are kept up to date ▪ Sending out fundraising packs to supporters ▪ Supporting fundraising campaigns ▪ Counting cash collections
Time Commitment	The commitment for this role is a minimum of three hours per week. Any time you may be able to volunteer beyond this will be agreed with the Income Generation Lead.
Location	This role is based at George House Trust
Skills/experience required	<ul style="list-style-type: none"> ▪ Experienced in using Microsoft Word, Excel and Outlook ▪ The ability to communicate confidently and appropriately with staff, donors, and supporters both verbally and in writing ▪ Strong administration and organisational skills ▪ Understanding of data confidentiality ▪ Accuracy and attention to detail, particularly with financial data ▪ An ability to follow instructions and guidance from staff ▪ Good time management skills
Training required	<ul style="list-style-type: none"> ▪ George House Trust Volunteer Induction ▪ Volunteer role-specific training ▪ A commitment to complete one update training session per year ▪ A commitment to attend regular volunteer team meetings
DBS required?	No



Volunteer Role Description

Supervision arrangements	Supervision will be provided by the Volunteer Co-ordinator and day to day support provided by the Income Generation Lead
Further Information	For further information, or to get involved email Rachel@ght.org.uk

