



# Business Support Fundraising Assistant - Voluntary

Minimum commitment, 2 days a week for 6 months (negotiable)

£10 per day (to cover expenses)

Brixton, South West London

Report to the Individual Giving Officer

## The role:

Office based role supporting the fundraising team with supporter care and administrative fundraising tasks alongside one or two other members of the team.

We are looking for a dedicated and passionate individual to join our small but innovative fundraising team. This role is ideal for someone with loads of enthusiasm, knowledge and passion for human rights and looking to gain valuable experience working within a non-for-profit. The volunteer would hold a valuable role within the fundraising team at Free Tibet.

Although there are weekly tasks that would be your responsibility to complete, we want you to get the most out of your voluntary experience with us, so there is flexibility to join meetings and support other aspects of the organisation and gain exposure and a broader insight into the world of NGOs.

## Main duties:

- Working with the Shop and Supporter Care Officer fulfilling merchandise orders (processing, packing and posting)
- Support the Supporter Care Officer in dealing with enquiries across a range of platforms.
- Lead on ensuring the shop stock is organised and tidy.
- Developing innovative ways to improve fundraising programs from an administrative level.
- Thinking creatively about methods of increasing online income through the shop.
- Consistently and accurately maintaining the database in accordance with fundraising regulations.
- Supporting the fundraising team in other aspects of their work.

- Attending staff meetings and assisting other teams within the organisation where appropriate.

## Skills and personal qualities:

- Interested in the Tibetan issue/human rights.
- Ability to pay attention to detail.
- Ability to work both independently and within a team.
- To be reliable with good communication skills.

## Benefits and opportunities:

- Hands on experience and insight into a varied fundraising program.
- Training in the use of Shopify and a variety of other ecommerce applications.
- Training in professional supporter care and outreach.
- Training in office administration.
- Expenses paid
- Opportunity to participate in campaign actions
- We will offer references to individuals that perform well in the role

This is a unique opportunity to gain a valuable insight into the workings of a small but powerful campaign organisation and we can't wait for you to join us.

Free Tibet is committed to the principle of equal opportunities and strives to be equal opportunity employers.

To apply for the role please send your CV and a personal statement detailing why you would like to volunteer with us, to [mail@freetibet.org](mailto:mail@freetibet.org). We will be reviewing applications on a rolling basis as we are looking to fill this role as soon as possible. Applicants will be invited to meet members of the fundraising team to discuss the role.