

Volunteer Administrator Fundraising Team

Where? Fundraising office, Cannock

How often? Flexible, Monday-Friday.

The opportunity

Volunteering as an administrator within the fundraising team is a new opportunity where you will support with providing high quality service to supporters of Newlife. You will be part of the team processing the raffle tickets for our Grand Draw before September. This will include adhering to General Data Protection Regulations (GDPR). The role will initially be a fixed term until the draw in September however there will also be opportunities to extend into a regular volunteer opportunity.

The tasks, responsibilities and requirements include but are not limited to –

- Customer data entry on to an excel spreadsheet
- General administration tasks
- Good knowledge and use of IT equipment, including excel
- Understanding and adhering to GDPR processes
- Working as part of a wider team
- Understanding the importance of the role of the fundraising team, how this fits within the charity and provides high quality service to supporters of Newlife

Why volunteer with Newlife?

At Newlife, we want volunteering to be an exciting and fulfilling opportunity that allows you to gain new skills, confidence and experiences whilst making a difference to the lives of disabled children and their families across the UK.

What are the benefits of volunteering?

Volunteering provides many personal, professional, and social benefits such as building confidence, improving mental wellbeing and providing unique experiences. Newlife staff members are on hand to help you achieve all that you want to from your volunteer role and throughout your journey with us.

Interested?

If you think that this would be the right volunteer role for you, please complete an application form and send it to volunteer@newlifecharity.co.uk or hand in to your local store. One of our team will be in touch.

Newlife is committed to offering opportunities to volunteers from within the community and takes positive steps to recruit from diverse backgrounds. We are committed to raising awareness and will make reasonable adjustments to support volunteers to fulfil their potential roles. We have an open approach to recruitment and welcome enquiries and applications from all members of the community.