

Trust Volunteer

About the Role

You'll be based in our Trust and Foundations Team. Taking on research and administration responsibilities, you'll enjoy doing this role if you've got a passion for fundraising and want to gain career experience in this area. It's a really exciting time to volunteer with our team with some of our most successful years in over a decade – so if you'd like to be part of our next steps post-pandemic, now is the time to join us!

Time Commitment

Flexible – we can talk about this after you apply!

Location

Remote or hybrid (based in our London Office)

Main Tasks/Responsibilities

- ▶ Identifying new/lapsed trust prospects, using our fundraising database and other tools
- ▶ Keeping our database records up-to-date in line with our Data Protection Policy
- ▶ Supporting our administration for growth and delivery of trust mailings
- ▶ Making email and phone enquiries to Trusts
- ▶ Other reasonable tasks as determined by your line manager

About You

You'll be:

- ▶ Committed and enthusiastic about the charity and our aims
- ▶ Willing to learn about new processes and programs
- ▶ Interested in research
- ▶ Comfortable using phone and email to make enquiries
- ▶ Committed to helping us support disability issues, equal opportunities and diversity

What You'll Get From Us

- ▶ GDPR and EDI training
- ▶ Reasonable travel expenses covered (agreed in advance)
- ▶ An environment of respect, tolerance and appreciation where you'll always feel comfortable to be who you are regardless of background
- ▶ Career experience and a volunteering reference

If you have any questions about the role, drop us an email on r.mccallum@muscular dystrophyuk.org