

SPINAL INJURIES ASSOCIATION

COMMUNITY FUNDRAISING ADMIN SUPPORT

Spinal Injuries Association is a national charity dedicated to helping the 40,000 spinal cord injured people in the UK rebuild their lives. Volunteers are a fundamental part of the SIA and we are looking to offer this exciting new opportunity!

Could you spare a few hours a week or even a day assisting our busy community fundraising team in a voluntary capacity.

*Please note we are looking for long- term volunteers for this role due to the time invested in training.

AIM OF THE ROLE

The SIA Community Fundraising team organise a whole host of events throughout the year. Every penny raised goes directly towards supporting the lives of those affected by a spinal cord injury- all of our events help to rebuild lives. The role of Community Fundraising support will be to support the team with keeping records and systems up to date. Assisting the team in sending out welcome emails to new supporters as well as existing, and supporting the team with event preparation. This is a busy and exciting area to support and we are looking for an extra pair of hands!

Volunteers are encouraged to apply for this role if they feel they can make a difference.

TASKS AND RESPONSIBILITIES

- Adding events and communications to records on the database
- Creating new records on the database
- Sending welcome emails to community and challenge fundraisers
- Sending out fundraising packs and materials
- Writing thank you notelets
- Supporting event preparation, e.g. printing, laminating, packing etc
- Supporting at events – not at all compulsory but if you have an interest in attending events we could always use the extra pair of hands at cheer points as well as registration desks

Please have a look at our website for further information on SIA events

<https://www.spinal.co.uk/events/>

Aim of role	Support and assist the Community and Challenge Fundraising Manager and Community Fundraising Officer
Role Title	Community Fundraising Admin Support
Start date	ASAP
Time commitment	Exact days to be agreed at informal interview
Location	SIA House Milton Keynes, Oldbrook
Skills/Experience	<ul style="list-style-type: none">• Good communication skills, both written and verbal• Someone who is interested in making a difference• Excellent attention to detail• Reliable and trustworthy• Someone who is interested in working in events and/or has previous experience (not essential)• Someone who has experience in working with databases or who would be willing and happy to learn
What we can offer you	<ul style="list-style-type: none">• Help develop new skills and enhance current• To gain work experience and add to CV• To meet new people• To give back to the community• To build confidence• Travel expenses with receipts will be covered• Opportunities• Training• Ongoing support

If you are interested please contact Volunteer Coordinator Jen Sims j.sims@spinal.co.uk or 01908 604191.