



VOLUNTEER ROLE DESCRIPTION

Role: **Administration Support**

Hours: 4 hours per week minimum between 10am and 4pm. Flexible days.

Location: Shakespeare Street, Southport, PR8 5AB/remote working

Reports to: Fundraising Manager

OVERALL PURPOSE OF THE ROLE

‘Making a difference **together** for All animals’.

This role will provide vital support Freshfields Animal Rescue’s Fundraising team, enabling them to work as effectively and efficiently as possible, be organised and have access to information as required and to communicate well with the Freshfields team and the public.

KEY TASKS

1. To maintain up to date mailing list and contact details supporting businesses, donors, friends, venue providers, entertainers, special interest groups.
2. Update and oversee the community fundraising activity calendar.
3. To create letters and flyers and information suitable for a range of contacts.
4. Respond to queries about fundraising and community events.
5. Send out information, sponsorship packs to those making enquiries.
6. To provide information to the Freshfields Fundraising Manager.
7. To distribute information about and promote Freshfields Animal Rescue.

KEY SKILLS

1. A ‘people person’ who enjoys working with, and can delegate to, others.
2. Confident speaking with people of all ages.
3. Positive with a ‘can do’ attitude.
4. Organised and have attention to detail.
5. Able to use a computer for administration.
6. Able to use a database would be ideal.
7. The ability to cooperate with all volunteers and staff.
8. To be a positive ambassador for the work of Freshfields Animal Rescue.
9. To act with the guidance and support of the Fundraising Manager and in line with Freshfields Policies and procedures.