**Fundraising and Communications Volunteer Role Description**

Volunteering with our Fundraising and Communication team can help you gain valuable IT skills and is a great way to gain work experience within the charity sector. We try to meet your skill set wherever possible so you can get the best out of your time volunteering for Gwent Wildlife Trust (GWT).

This would be an excellent role for somebody seeking entry into the charity sector, for someone returning to work after a career break, or if you simply want to give something back.

**Location:** Gwent Wildlife Trust HQ, Seddon House, Dingestow Monmouth NP25 4DY

**Responsibilities**

As a Fundraising and Communications Volunteer at GWT, your responsibilities may vary on a day-to-day basis and could include:

• data entry using Microsoft Xcel

• data entry into our CRM software

• compilation of welcome packs for new members

**Time Commitment**

Our offices are open Monday to Friday, from 9am – 5pm. We offer flexible and part-time volunteer hours to suit your schedule, workload may vary according to projects going on at any time. We request a minimum commitment of 3 hours each week, for at least 4 months.

**Training and Support**

Our Fundraising and Communication Volunteers are given an induction and training will be given on starting the role. Opportunities for further training will be given as required. The Fundraising and Communications team are responsible for managing and supporting you as an office volunteer. Each volunteer will be appointed a staff supervisor who is responsible for general welfare and regular one-to-one meetings, so we can ensure you have the best possible volunteering experience.

Lois Holroyd is responsible for leading and supporting you as a volunteer, lholroyd@gwentwildlifetrust.org

This agreement is not binding in any way, nor is it a contract of employment.