###

**Title:**  Volunteer Fundraising Administrator

**Basis:**  Volunteer

**Safeguarding:** Disclosure required on appointment, cost will be reimbursed

**Responsible to:** Fundraising Team Leads

**Responsible for:** Assisting fundraising team with acknowledgements and data management

**Context of the role:**

Each year Bethany Christian Trust helps over 7,000 people throughout Scotland, to avoid or move out of homelessness. We achieve this by providing emergency and supported accommodation, and services that help people build resilience to the challenges that often lead to someone becoming homeless.

To help carry out this work, our Fundraising Team raise significant income while stewarding new and existing supporters. Our Fundraising Team describe their work culture as supportive, loving, friendly, fun, hardworking and collaborative.

**Summary of the role:**

As Volunteer Fundraising Administrator, you will be part of a multi-disciplinary team and will support various areas of fundraising including churches and community fundraising, corporates, individual giving, and trusts.

**General responsibilities:**

* Adding GiftAid claimants to marketing database
* Data cleansing and Data updates on our CRM database, Raisers Edge
* Sorting mail
* Shredding
* Assisting with thank you cards/acknowledgments during busy times.

**Important pre-requisites for the role:**

If you are organised and creative, and looking for volunteer experience within a fundraising team, then we would love to hear from you!

**Location**

Head Office in Leith, Edinburgh.

**Pattern of hours**

* Flexible, up to two days, between 9am-5pm Mon-Thurs.
* We ask that volunteers do not volunteer more than 16 hours a week, and on a maximum of four days a week.