

Data Base Inputer

Role Outline

Supporting the Fundraising Department you will be based in the main office. Under the direction of the fundraising team you will be required to input data using our in-house database following Hospice procedures.

As you will be working with supporters personal details, this role demands that the data protection policy is followed at all times.

The ideal person will pay acute attention to detail and will have a range of IT skills including the knowledge of standard Microsoft packages.

Full training will be given.

This is a part-time position and hours can be arranged to suit. The position is unpaid as it is a Hospice volunteer role

If you think you would like to play a much valued part in maintaining and expanding the database for the Hospice then please contact Fundraising,

Tel: 01782 344304, Email: fundraising@dmhospice.org.uk

NB: Should the informal meeting be successful for both parties we will pass you forward to go through the official Hospice Volunteer Application process.

Skills/qualifications

	Essential	Desirable	Training given
I T Literate	✓		
Accuracy	✓		
Knowledge of data protection		✓	✓

Availability

- Weekdays only
- Monday to Friday
- 9am till 5pm
- 4 hour shifts

Volunteer Area – where will I be located?

- Fundraising Department, based at the Hospice.