

Part- Time Office Assistant

Role Outline

Supporting the Fundraising Department you will be based in the main office. Your main duties will include administrative tasks, such as; envelope stuffing, preparing collection boxes, event preparation e.g. making up event entry packs, sign making...NB: some tasks require limited IT skills

The ideal person will be reliable and thorough with a real eye for detail.

Although mostly working as a member of a team, there will be times when self management is required.

This is a part-time position and is on an ad hoc basis. The position is unpaid as it is a Hospice volunteer role

If you think you would like to be part of a very friendly and rewarding team then please contact the fundraising team to arrange an informal meeting.

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

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

Skills/qualifications

	<i>Essential</i>	<i>Desirable</i>	<i>Training given</i>
Good Telephone Manner		✓	
IT literate			✓
Customer Service Skills		✓	

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.