



Hamelin Trust

Supporting Individuals with Disabilities and their Carers

VOLUNTEER ROLE DESCRIPTION

Post Title: Marketing and Admin Volunteer

Accountable to: Nicky Evans, Fundraiser

Location: Central office, Billericay

Hamelin Trust has a duty to safeguard and promote the wellbeing of its service users and is committed to doing so. Hamelin Trust expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory enhanced DBS and other safeguarding clearance.

Purpose of Role

An opportunity to make a real difference, you should be enthusiastic, a flexible team player, and have good communication skills. You will be assisting in raising funds and promoting awareness of Hamelin Trust, working alongside the fundraiser and other members of staff within the fundraising department to carry out promotional activities in the local community.

Outline of Main Activities

- Being an enthusiastic, flexible team player, with good communication skills.
- To assist with the collection of donation tins within the local area.
- Distributing thank you letters, newsletters, flyers, posters and certificates locally.
- Collecting raffle prizes locally.
- Stapling, laminating and distributing literature to our services and charity shops
- Posting invitations/thank you letters to Volunteers/targeted groups i.e. schools, individuals and companies interested in attending open days.
- Assisting with designing flyers and posters in Publisher.
- Assisting with developing presentations in PowerPoint.
- Assisting with updating our CRM database

Other related activities may include:

- Helping at events which are held out of office hours, occasional evening and weekend volunteering.
- Willingness to help develop fundraising activities and sharing new ideas.

Safeguarding

All volunteers must be mindful of the need to safeguard service users, abide by the Hamelin Trust Safeguarding policy and ensure that any concerns are reported to the senior member of staff on shift.