

Volunteer role: Administration – Letters of thanks

Location – The Fundraising Office, Hamar Centre, Royal Shrewsbury Hospital.

Could you use your administration and customer service skills to support our Fundraising Office?

What's involved?

- Helping to man the fundraising office from 10.00am - 4.00pm Monday to Friday. Meeting and greeting supporters and receipting monies
- Ensuring that the notice boards are up to date with Charity literature and talking to visitors about how they can support us
- Writing thank you cards and typing letters to donors to thank them for support
- Scanning and attaching Docs
- Data Entry tasks
- Counting Cans, buckets and boxes and monitoring them
- Stocktake/inventory tasks for the shop, stationary items
- Mailouts
- General sorting of backroom/lock up as required
- Fulfilling Christmas Card orders (seasonal)

What will you get out of it?

- Utilising your communication skills, enhancing your CV, or just keeping in touch with people.
- Have a rewarding experience helping us to raise awareness of The Lingen Davies Cancer Fund in the community

How much time should I give?

We would suggest a few hours a week, or more if you have the time, we would like you to commit to certain days and times so we know when to expect you.

Current Volunteers

If you would be interested in volunteering in the office, please contact Karen Roberts on 01743 492 396 or karen.roberts@lingendavies.co.uk.

New Volunteers

Please complete a Volunteer Form and return to: Karen Roberts

Hamar Centre, Royal Shrewsbury Hospital, Shrewsbury, SY3 8XQ

Or karen.roberts@lingendavies.co.uk

Karen will then be in touch to discuss roles and opportunities.

