

Volunteer role: Volunteer Data Administrator
Days: minimum of 2 days per week - flexible

Place of work: Quartet Community Foundation's office, Royal Oak House,
Bristol, BS1 4GB

Responsible to: Operations Manager

Aims of the post

To support Quartet Community Foundation in delivering our vision: "To enrich local lives, connect people and build stronger communities."

Supporting the collection, collation and use of data as it relates to the foundation.

What you will be doing:

- Inputting of new data
- Cleaning and maintaining existing data

What we're looking for:

- Strong commitment to the values of the Community Foundation
- Excellent IT skills including CRM and Microsoft office
- Excellent interpersonal and communication skills
- Ability to work independently as well as being part of a team
- Knowledge of Data Protection and the fundraising regulations

What can QCF offer you:

- An opportunity to learn about the work of a Community Foundation
- A full induction to your role
- Regular ongoing support by your line manager

Expenses

- We will cover travel and other agreed expenses reimbursed on production of receipts in line with our Volunteer Policy.

When

- We are looking for someone to support the team for a minimum of 2 days per week – days are flexible. We ask that volunteers try to commit for a 6-month period where possible