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**Trusts Research Volunteer**

**Location: Hospice Building, Howwood**

We are looking for an organised person to help support the Fundraising team by performing research into potential Trust funders and, in time, submitting small-scale applications to funders.

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| **Duties include** |
| * Seek out potential new funders, utilising a variety of sources and tools * As part of desk-based research, review financial documents and determine whether a funder is a potential fit. * Make contact with fund managers/administrators to obtain information on eligibility and application criteria, giving levels, meeting dates etc * Input information onto Donor Record Management system, Raiser’s Edge, and create future actions for work where required * Take ownership of small-level asks, utilising organisational application templates to apply for funding |
| **Skills required** |
| * Competence in Microsoft Office * Comfortable communicating on the telephone and through email * Ability to work independently and as part of a team * Willingness to learn new IT packages * Attention to detail * Friendly and reliable |
| **Time commitment** |
| * Equivalent to 1 day a week, however, we are open to this being split over multiple days. * Flexible in terms of which day(s) within Monday to Friday, 9am-5pm |
| **Training, support and benefits** |
| * As a St Vincent’s Hospice volunteer you will be given a full induction when you start. * The Trusts and Foundations Manager will provide full training upon commencement of the role, with ongoing support offered when required * 20% discount in our community charity shops. * Free parking on site |