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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
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| **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
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| **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
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| **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
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