



Volunteers – Fundraising Office

Flexible, based in main office at St Michael's Hospice

Volunteers needed to assist with general fundraising administration. Would suit a retiree looking to join a busy, fun, fundraising team; or someone looking for entry-level workplace experience.

Responsibilities include:

- Filing/scanning
- Cash counting & recording
- Opening/processing mail
- Responding to written/email correspondence
- Assisting with mail-outs, leafleting and other duties that arise.

Skills/Experience:

- People skills (comfortable to communicate by phone/email)
- Willingness to try new things
- Some IT skills desirable (training will be provided)

If you are interested in this volunteering role, please complete and return our [Volunteering Application Form](#).

If you require further information, contact Jenny Price jennyprice@saraleetrust.org