



Volunteer Membership Assistant

Job Description

Can you help us?

We are looking for a **Volunteer Membership Assistant** to support our organisation as we move from a small volunteer-led charity to a sustainable community business. If you are a **resourceful person with an eye for detail, self-motivated and have excellent organisational and IT skills**, then this role offers you excellent development and growth opportunities. The ideal candidate will have a methodical approach; feel comfortable working as an active member of a small team and be comfortable communicating with people of all ages and from a range of different backgrounds. This would be an excellent position for someone who has recently retired from a role in administration and is looking for an opportunity to get involved in their local community, or someone looking for experience of working in the charities sector and applying their skills and knowledge to support a small charity.

What do we need you for?

- You would work with our Trustees and core staff team to manage everything to do with memberships, including types, subscriptions, renewals and income .

What's in it for you?

This is a great opportunity for somebody looking to start a career in Business Administration, Charity Management or similar fields. It would also be a perfect role for someone who has recently retired and is looking for an opportunity to contribute to their community through volunteering to support a local charity. The successful candidate will be provided with a comprehensive introduction to our relevant IT systems and databases and will be fully supported by our Trustees and core staff team. There is the chance to gain additional valuable experience by taking on core responsibility for a specific aspect of the organisations' work.

- Core training and induction will be provided prior commencing the role.
- We reimburse genuine out of pocket travel and lunch expenses.

We welcome applications from people of all backgrounds and sections of the community.

When do we need you?

We are looking for someone who can spend 1/2 day a week with us for a minimum of 6 months. We can negotiate your volunteering days and hours to suit.

Closing date to apply: 12:00pm on Friday 20th April 2018.

Interview date: To be confirmed shortly after the closing date.

Who are we?

We are an independent charity working to improve the facilities available for use by all members of the community which lives and works in the Horfield Common area. Our work is focused on the provision of good quality, affordable facilities and services and a programme of community generated activity which provides opportunities for local people across a wide range of agendas.

We look forward to hearing from you!