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| **Service Name** | Fundraising |
| **Location** | Lancaster Office |
| **Ideal time commitment including any specific days/times where you have a vacancy** | Ideally 1 – 2 days per week  **We do not expect a minimum time commitment for any volunteer** |
| **Role Title** | Volunteer Fundraising Administrator |
| **Role description and possible tasks.** | Our Will Writing Clinics are becoming increasingly popular. We work with several solicitors across the region who offer a free Will for a return donation of £75 which comes back to Age UK Lancashire.    We pride ourselves on great customer service and we want to make sure our clients are getting the best care and advice.  This requires sending packs out to those who are interested, calling clients to ensure the pack has arrived and if we can answer any questions, arranging and booking appointments, and taking payment over the phone.  You may need to liaise with the solicitors for home visits and any other enquiries.   * Data input – entering data into our CRM system and ensuring all records are up to date. * Sending Packs out to clients * Contacting clients and following up actions * Helping at events * Getting involved with the Business Development team and suggesting ideas to help the team grow. * Follow AUKL policies & procedures to keep older people and their information safe. |
| **Lancaster Office** | The Lancaster Office, based at White Cross in Lancaster is one of our larger offices, the wider team are friendly and supportive. Facilities include a kitchen where you can make a brew & make your lunch. On site parking is available (You just need to register your vehicle at reception). It’s also a short walk into the city centre, or you can take a gentle stroll along the canal. |
| **About the Fundraising Team** | Our fundraising team is dedicated to raising the profile of Age UK Lancashire and to maximising our income wherever possible. Without the generous donations we receive many of our services wouldn’t be available to those who need them most.  Age UK Lancashire is an independent charity, a member of the national Age UK network but an independent charity in our own right. We’re loyal to Lancashire. Funds raised are spent locally in Lancashire to the benefit of older people. |
| **Full training and out of pocket expenses will be provided** | |