



VOLUNTEER ROLE

Title: Volunteer Admin & Events Assistant - Milford

Our friendly Marketing & Fundraising Department is looking for a volunteer who is interested in supporting with administration and gaining experience with events while helping build the charities supporter base and fundraising potential. The role will be varied and interesting and generally based in the Milford and surrounding areas.

Hours: Part time – with hours to suit the volunteer and the role

Supported by: Fundraising & Events Coordinator / Marketing Team

Location: Clockhouse Community Centre, Milford

Main Duties:

- Involves assisting with the planning, preparing, and attending fundraising community events.
- Assistance in promoting these community events and forthcoming campaigns by exploring new suitable locations for advertising.
- Focus on growing our supporter base in all Surrey boroughs through connecting with a wide range of community groups and businesses.
- General administrative jobs like printing, posting, updating contact databases, preparing equipment to support the other teams for external events or talks.
- Depending on the hours agreed, at least one day a week should be at the office in Milford at the Clockhouse community centre with the Fundraising and Events Coordinator.
- Possibility of supporting at external community events to connect and build relationships and sourcing new contacts/events to promote our range of services with the Fundraising and Events Coordinator.

Desirable Skills:

- Experience in an office environment - good working knowledge of Excel, Word, Outlook
- Excellent communication and organisation skills
- Friendly, confident and enthusiastic
- Self-motivated

Applicants please contact: volunteer@ageuksurrey.org.uk