



Role Description

Title: Fundraising Volunteer – Data Admin

Reports to: Fundraising and Communications Team

Service: Central Office

Time: Monday to Friday- 1-2 days per week on a regular basis.

Duties will include:

- Helping to manage data on our CRM Salesforce
- Ensuring that all donations are logged onto our database
- Writing thank you letters to people who have donated
- Helping to produce reports and data sets in Excel and Word
- Helping with organising the files and data on SharePoint
- General admin tasks

This opportunity will help you:

- Support a leading homelessness charity in Southend
- Experience working in a charity sector
- Utilise your admin and data skills to support our charity to end homelessness in Southend

Volunteering time: Anytime between 9:30am – 4:00pm

You will be provided with an induction, training and ongoing support. Any out-of-pocket expenses will be reimbursed. This role is suitable for anyone who is 18+

Get in touch for more information - volunteers@harpSouthend.org.uk

About HARP:

HARP is Southend's leading homelessness charity. We provide housing, advice and support to over 1,000 people each year who either are experiencing homelessness or are at risk of losing their home. We help them lay foundations to rebuild their lives and end the need for rough sleeping for good.

Safeguarding Statement:

HARP is founded on the principles that people have a right to be completely secure from both the fear and reality of any abuse. The safety and well-being of everyone is of paramount importance. HARP is moving towards psychologically informed services within which people are safe from abuse and are offered a trauma-informed support plan.

Equality, Diversity, Inclusion

HARP recognises that people with different social and ethnic backgrounds, skills and attitudes, can bring new ideas and perceptions to an organisation.

HARP is committed to taking positive action to fight unlawful discrimination in every aspect of its work and the services it provides. HARP believes that everyone has a right to services and employment which are free from direct or indirect discrimination on grounds of gender, race, colour, creed, religion, marital status, sexual orientation or disability or any other grounds protected by legislation.