



OXFAM
Ireland

Who we are! What we do!

Oxfam is a global movement of people who won't live with the injustice of poverty. Together we save lives and rebuild communities when disaster strikes. We help people build better lives for themselves. We speak out on the big issues that keep people poor, like inequality and discrimination against women.

Role Title	Fundraising Team Volunteer (Office Based)
Overview of Role	The Supporter Engagement Team is looking for an enthusiastic, reliable individual to work with the Fundraising Team in updating our CRM Database. This role may be suitable for somebody who wishes to gain experience of working in an administration role of a Global NGO while completing their studies in a relevant area.
Key Tasks	Assisting the Supporter Engagement Executive in updating our CRM Database and general administration.
Location	Belfast Office, 116-118 Elizabeth House, Hollywood Road BT4 1NU
Commitment	Minimum of two days per week (Mon-Fri). Suggested hours 10am – 3pm each day. Some flexibility around hours is available, so please ask as we may be able to accommodate.
Managed by	Supporter Engagement Executive

<i>Skills and experience required</i>	<ul style="list-style-type: none"> • Excellent communication skills and telephone manner • Accuracy in written work and data processing • Excellent interpersonal skills • Good knowledge of Microsoft Office • Organised approach to administrative tasks. • Reliable, tactful and trustworthy • Fluent English
<i>Desirable</i>	<ul style="list-style-type: none"> • Interest in fundraising and in International NGOs
<i>Training & Induction</i>	<ul style="list-style-type: none"> • Overview of Oxfam Ireland • Volunteer team meet & greet • One to one training will be provided by the Supporter Engagement Executive
<i>Personal Development Opportunities</i>	<ul style="list-style-type: none"> • Meet new people • Join a fun and welcoming team • Develop communication skills • Build confidence • Add valuable experience to your CV
<i>Expenses</i>	<ul style="list-style-type: none"> • Local travel costs from your home to and from the office and any additional travel for volunteer duties can be fully reimbursed. • Lunch expenses can be claimed when you volunteer more than five hours in a day
<i>Application</i>	<ul style="list-style-type: none"> • Send CV to jenni.brandon@oxfam.org