



**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 Member - Unwrapped

**This is a seasonal role, typically available October – December.**

**Overview of Role**

The Public Engagement department is looking for an enthusiastic, reliable individual to work with the **Marketing & Fundraising team** to support Unwrapped - Oxfam Ireland's Christmas appeal. This role may be suitable for somebody who wishes to gain experience of working on the administration of a fundraising campaign while completing their studies in a relative area.

**Key Tasks**

Include:

- Assisting the marketing manager with all tasks relating to Oxfam Unwrapped, an alternative gifting initiative whereby each gift represents an item that is essential to Oxfam Ireland's programme work. For further details on Unwrapped, visit [www.oxfamireland.org/unwrapped/how-it-works](http://www.oxfamireland.org/unwrapped/how-it-works)
- Fulfilment of Unwrapped web, postal and phone orders, including;
  1. Responding to email and telephone enquiries
  2. Managing stock levels of Unwrapped materials
  3. Liaising with all Oxfam Shops and providing assistance with re-stocking materials.
  4. Coordinating any other volunteers who may assist you in the processing of daily Unwrapped gift orders

**Location**

Oxfam Ireland Office, Portview House, Thorncastle St, Ringsend, Dublin 4, Ireland.

	Oxfam Dublin Office, 2 <sup>nd</sup> Floor Portview House, Thorncastle Street, Ringsend, Dublin 4
<b>Commitment</b>	Minimum of two days per week (Mon-Fri), for a period of three months. Suggested hours 10am – 3pm each day. Some flexibility around hours is available, so please ask as we may be able to accommodate.
<b>Managed by</b>	Business Development Manager
<b>Skills and experience required</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills and telephone manner</li> <li>• Accuracy in written work and data processing</li> <li>• Excellent interpersonal skills</li> <li>• Good knowledge of Microsoft Office</li> <li>• Organised approach to administrative tasks.</li> <li>• Reliable, tactful and trustworthy</li> <li>• Fluent English</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Interest in fundraising and in International NGOs</li> </ul>
<b>Training &amp; Induction</b>	<ul style="list-style-type: none"> <li>• Overview of Oxfam Ireland and Unwrapped Campaign</li> <li>• Marketing and Fundraising team meet &amp; greet</li> <li>• Induction provided on volunteer role commencement will include: operating processes for Unwrapped fulfillment, phone, post and online ordering system and overview of relevant office equipment as well as manual handling, health &amp; safety and Oxfam policies &amp; procedures.</li> </ul>
<b>Personal Development Opportunities</b>	<ul style="list-style-type: none"> <li>• Meet new people</li> <li>• Opportunity to join a welcoming and fun team</li> <li>• Develop communication skills</li> <li>• Build confidence</li> <li>• Develop customer service skills</li> <li>• Add valuable experience to your CV</li> <li>• Reference provided after successful completion of 2 months of placement</li> </ul>
<b>Expenses</b>	<ul style="list-style-type: none"> <li>• Local travel costs from your home to and from the office will be fully reimbursed.</li> <li>• Lunch expenses can be claimed when you volunteer more than five hours in a day.</li> </ul>
<b>Apply</b>	<ul style="list-style-type: none"> <li>• To apply for this role <a href="#">CLICK HERE</a></li> </ul>