

Role title	Fundraising Administrator
Location	Based at Equation offices (2 First Avenue, NG7 6JL) or other convenient location.
Role Description	The volunteer will join the Equation fundraising team to assist with the day to day administration duties required. Taking responsibility for inputting data, assisting with events and responding to ad-hoc duties this role is integral to the success of fundraising at Equation.
Time Commitment	1 days per week – flexible on days, approximately 4-6 hours per week.
Responsibilities	<ul style="list-style-type: none"> • Sending out information to Equations supporters • Inputting supporter information into a database • Events administration including tickets sales and distribution, table plans and guest communication • Liaising with supporters and providing information • Preparing information for events • Working closely with the fundraising team to react to supporters needs
Skills and personal qualities	<ul style="list-style-type: none"> • Good team player • Good communicator • Self-motivated • Enthusiastic • Takes initiative • Administration ability including excellent PC skills • Interest in women’s rights, gender issues or domestic abuse sector • Commitment to Equation’s values of gender equality and a respect for diversity • Shares our goals to end domestic abuse, sexism and gender stereotyping.
Training and support	Induction to the role and to Equation. Training on domestic abuse awareness will be offered.
Expenses	<ul style="list-style-type: none"> • Out of pocket expenses will be reimbursed as follows: • Mileage costs at 45p per mile up to a maximum of 10 miles per return trip. • Public transport up to a maximum to a maximum of £5 per return trip.

<p>Benefits for volunteer</p>	<p>Volunteers will develop their events, planning, marketing, teamwork and fundraising skills. The role allows volunteers to use their creativity and initiative. As a small, local charity, volunteers' contributions will make a big difference to our work against domestic abuse.</p>
<p>Application procedure</p>	<ol style="list-style-type: none"> 1. Application Form 2. Informal meeting 3. References - one formal and one personal
<p>Contact information</p>	<p>Rosie May, Community Fundraiser rosie@equation.org.uk 0115 962 3237</p>