



ROLE PROFILE

COMMUNITY, EVENTS & CORPROATE RESEARCH VOLUNTEER

The role of the Research Volunteer will be to specifically support the Community, Events & Corporate (CE&C) team with various projects.

A research volunteer would enable us to identify new opportunities in the community that could raise greater awareness and generate income, supporting the running of our Hospice.

You will be supported by the CE&C team, and they will brief and guide you on the projects you will be researching.

RESPONSIBILITIES

- Research community groups, schools and businesses in Oxfordshire and the surrounding counties, as directed.
- Carry out due diligence checks where required.
- Document research findings in Excel/Word format.

TIME COMMITMENT

- This is a remote role, but you are welcome to volunteer from the office where possible.
- 3-7 hours a week, flexible to your lifestyle.

EXPERIENCE & REQUIREMENTS

- You will ideally have access to a laptop with internet connection and access to Microsoft programmes such as Word, Excel and Outlook. Knowledge of using these programmes will be necessary.
- Basic experience in a similar role or familiarity of the role description would be desirable.

QUALITIES REQUIRED

- Happy to work independently on projects and use your own initiative.
- To have good time management and organisational skills.
- Good communication and writing skills.
- Reliability.

BENEFITS

- Being a part of a friendly, supportive team and meeting new people.
- Gain new experience and knowledge in this area of fundraising.
- Sense of satisfaction knowing you are making a difference by supporting Helen & Douglas House.