

## **Trusts and Foundations Research Volunteer**

- Responsible to:** Trusts Officer
- Restrictions:** Trusts and Foundations Research Volunteer must be a minimum of 18 years of age
- Purpose:** Support the Trusts Officer in identifying trusts, foundations and other relevant funding opportunities for grant applications and appeals

### **Key Responsibilities**

This role requires the volunteer to:

- undertake research, mainly on the internet;
- prepare trust summaries on potential organisations;
- recognise and use initiative for other potential leads and identify networks;
- maintain confidentiality of all information at all times;
- apply to small scale trusts and organisations with the guidance of the Trusts Officer;
- write thank you letters in acknowledgement of grants received;
- assist with mailing when required;
- be reliable with ability to commit to weekly volunteering.

### **Commitment**

We are looking for a volunteer who can offer a day a week of their time for 3 – 6 months with potential to continue after this time. We are flexible as to whether the hours are completed over one or two days however, we are keen to establish a regular working pattern.

### **Skills and Personal Qualities Required**

The ideal volunteer will:

- Have a good understanding of the work of Severn Hospice;
- Have excellent written and verbal communication skills;
- Be proficient in Word, Excel and internet search engines;
- Be organised, methodical and able to work on own initiative;
- Be willing to learn our CRM database to support research undertaken.

### **Training**

- Volunteers will receive a complete induction which includes modules on safeguarding, information governance, confidentiality and more.