

CND VOLUNTEER/INTERN ROLE DESCRIPTION

VOLUNTEER ROLE TITLE: Membership Intern

TEAM: Membership & Fundraising

OVERALL PURPOSE OF VOLUNTEER ROLE:

To provide administrative support within the Membership Department, entering and retrieving information from the Raiser's Edge database and dealing with internal and external queries

MAIN ELEMENTS OF VOLUNTEER ROLE:

1. Have a good understanding of the procedures and timescales used within the Membership Department
2. Process accurately the address, membership and financial details of members
3. Assist with mailings and other communications with members

Timescales (e.g. hours, day or length of volunteering role)

2-3 days per week (between Tuesday and Thursday)

WHAT WE ARE LOOKING FOR:

- Accuracy and attention to detail
- Good organisational skills
- Good communication skills
- Enthusiasm for the objectives of CND
- Experience of using computers

WHAT WE CAN OFFER YOU:

- Experience of The Raiser's Edge database, used throughout the voluntary sector
- Payment of agreed out of pocket expenses such as lunch and travel
- CND's commitment to Health and Safety and Equal Opportunities Policy
- Experience of working in a busy membership department of a high-profile campaign.

WE HOPE YOU WILL:

- support CND in its work and carry to out your volunteer role to the best of your ability.
- meet time commitments and standards agreed, and give reasonable notice when unavailable, so other arrangements can be made.
- support CND procedures and standards by:
 - i) Being aware of your own health and safety and of that of others
 - ii) Respecting others and treating people equally irrespective of age, race, sex , class, economic status, disability sexual orientation and religious belief.

Please send your CV and a covering letter to: systemsofficer@cnduk.org.uk
or call 020 7700 2393 to speak to a member of the fundraising team.

www.cnduk.org