

## All We Can – Supporter Care Volunteer

All We Can helps people in some of the world’s poorest communities find solutions to poverty and become all that they can. We are currently looking for volunteers to join our Supporter Care Team. The role is perfect for somebody who likes working in a friendly office, enjoys putting their admin skills to use and has time to support the work of All We Can. [Will you join us?](#)

**Post:** All We Can, Supporter Care Volunteer (x2)  
**Location:** 25 Marylebone Rd, London NW1 5JR  
**Purpose & Objectives:** Provide administrative support to the Supporter Care Team  
**Responsible to:** Direct Marketing and Supporter Care Manager

### Main Tasks:

- 1) Keeping supporter records up to date and processing donations and Gift Aid envelopes on All We Can’s database
- 2) Preparing mailings to be sent to supporters and collating and packing resources for staff and volunteers
- 3) Photocopying and filing various documents and resources
- 4) All other reasonable duties as required by the team

**Physical Conditions:** The office is open plan and has a kitchen

**Remuneration:** The post is voluntary and unpaid, but travel (within Greater London) expenses will be paid.

**Hours of Work:** A minimum of one day per week (which does not need to be the same day each week). This role requires at least three months commitment. The normal hours of work will be from 10.00am to 4.00pm with an hour for lunch. There is provision for greater flexibility to enable the post holder to fulfil other commitments. These will be discussed and agreed in advance.

### Person Specification

<p><b>Essential skills:</b></p> <ol style="list-style-type: none"> <li>1) IT literate – familiar with using basic functions of Microsoft Word, email and the internet– and quick to learn new applications. If relevant, training will be provided in other software.</li> <li>2) Good written and spoken English</li> <li>3) Excellent attention to detail and accuracy in record keeping</li> </ol>	<p><b>Desirable skills:</b></p> <ol style="list-style-type: none"> <li>1) Experience in using databases</li> <li>2) Knowledge of Methodist Church structure and familiarity with Methodist Churches</li> </ol>
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**How to Apply:** The deadline to express your interest is 20 February 2019.

Please get in touch by contacting Katie Kurilecz on 020 7467 5132 or by emailing [k.kurilecz@allwecan.org.uk](mailto:k.kurilecz@allwecan.org.uk). To apply we will ask for two references but you do not need to complete an application pack.