



Trust and Fundraising Research Volunteer

Awamu is looking for an intelligent, proactive and analytical person to join our small team as a Trust Fundraising Research Volunteer; initially the role is to assist Awamu with Trust fundraising research; with potential for the role to develop into further projects at a later date.

Key responsibilities:

- Producing detailed research briefings and compiling comprehensive background information on prospective charitable Trust donors and potential Corporate networks and CSR funding relationships.
- Working with the team to shortlist organisations.
- Drafting of text for potential funding application.

Required Skills:

- A strong grasp of written and spoken English is essential.
- Basic to good knowledge of Microsoft Office, in particular Excel and Word.
- Strong research skills
- Time management
- Comfortable working both alone and as part of a small team
- A passion for overseas development
- Confidence to pick up the telephone with ability to articulate what Awamu does and our funding needs if required in the course of research and applications (an induction and ongoing support will be provided).

Start date/hours: The position is to start immediately and we are hoping for a commitment of 1 day a week (days/hours flexible).

Recruitment Method: CV, informal discussion with Director/s.

This would be a great opportunity for anyone interested in developing their knowledge of charity fundraising, or wanting to give their time to impact on the lives of children and women living in poverty.

The role will be home based with meetings via Skype, and would suit someone with some admin experience/PC literacy.

To apply, please send your CV and Covering Letter to emma@awamu.co.uk by 30 April 2017.

Please note that this is an unpaid position, but Awamu will cover reasonable expenses rising from the work, including travel to any meetings and lunch.