



# VOLUNTEER ROLE DESCRIPTION

<b>Role/title</b>	Development Team Volunteer
<b>Location</b>	Old Royal Naval College - Foundation House / Remote
<b>Purpose of role</b>	<p>The Old Royal Naval College (ORNC) is one of London's most famous riverside landmarks. Sir Christopher Wren's twin domed masterpiece attracts over 1.8 million visitors a year and is in the top 11 visitor attractions in London. Areas open daily include the Painted Hall, the Chapel and the Visitor Centre.</p> <p>The aim of this role is to support a small and busy Development Team. This will include researching new fundraising prospects, assisting with cleansing data for the Customer Relationship Management (CRM) database and supporting Development events.</p>
<b>Key Responsibilities</b>	<p>Project – Support the Database &amp; Gifts Officer in cleansing data for the new CRM database.</p> <p>Project – Support the Development Team to research new fundraising prospects.</p> <p>Ongoing – Support the Development Team to research &amp; identify potential Patron events, both onsite and with heritage partners.</p>
<b>Time commitment</b>	7 hours per week (flexible and determined by volunteer availability on a Thursday or Friday) - Role to start mid January 2021
<b>Minimum Age requirements</b>	18+
<b>Training Support and Other benefits</b>	<p>As ORNC volunteers you will receive:</p> <ul style="list-style-type: none"> <li>• A full induction, in-house training and support from experienced heritage professionals</li> <li>• Regular support and supervision from the Volunteer Manager</li> <li>• Local discounts in shop and cafes</li> <li>• Free access to the site attractions</li> <li>• Travel costs of up to £15 per day will be reimbursed based on Oyster card/travel receipts/mileage</li> <li>• £3.50 towards lunch for a five-hour shift or more</li> </ul> <p>Volunteers will have the opportunity to:</p> <ul style="list-style-type: none"> <li>• Develop research skills</li> <li>• Access to fundraising database</li> <li>• Become part of a friendly and dedicated team</li> <li>• Potential opportunity to attend private events</li> </ul>
<b>Skills and Experience</b>	Knowledge of entering data and reports in Excel and / or other databases e.g. ThankQ. Good attention to detail. Confident researcher. Ability to be self-motivated and contribute to a team.
<b>Policy and record checks</b>	N/A
<b>Reporting to</b>	Development Manager



**OLD ROYAL  
NAVAL COLLEGE**  
**GREENWICH**

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