



VOLUNTEER ROLE DESCRIPTION

Role/title	Development Team Volunteer
Location	Old Royal Naval College - Foundation House
Purpose of role	<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 in the CRM and supporting Development Events.</p>
Key Responsibilities	<p>Project – to support Database & Gifts Officer in cleansing data for new CRM</p> <p>Project – to support Development Team to research new fundraising prospects</p> <p>Ongoing – Support the Development Team to research & identify potential Patron events, both onsite and with heritage partners.</p>
Time commitment	7 hours per week (flexible and determined by volunteer availability on a Thursday or Friday)
Minimum Age requirements	18+
Training Support and Other benefits	<p>As ORNC volunteers you will receive:</p> <ul style="list-style-type: none"> •Receive a full induction, in-house training and support from experienced heritage professionals •Regular support and supervision from the Volunteer Manager •Local discounts in shop and cafes •Free access to the site attractions •Travel costs of up to £15 per day will be reimbursed based on Oyster card/travel receipts/mileage •£3.50 towards lunch for a five hour shift or more. <p>Volunteers will have the opportunity to:</p> <ul style="list-style-type: none"> • Develop research skills • Access to fundraising database • Become part of a friendly and dedicated team • Potential opportunity to attend private events
Skills and Experience	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.
Policy and record checks	N/A
Reporting to	Development Manager
Contact person	Alex Adie – aadie@ornc.org