**Fundraising Assistant Volunteer**

Bristol Refugee Rights (BRR) runs a drop in Welcome Centre for asylum seekers and refugees. Over the past 11 years the organisation has developed to become the main organisation working with asylum seekers and refugees in the South West. The main sources of income for the charity are grants but increasingly donations from fundraising activities, appeals, regular giving and services are received. BRR is looking for someone who has some basic experience of fundraising or administration and can help with research, letter writing, small funding applications, electronic and paper filing.

**The ideal candidate will:**

* Have an interest in fundraising.
* Experience of working in an office environment and working with Microsoft Office.
* A good standard of written English and maths.
* Be well organised.
* Be a team player.
* Share a commitment to BRR’s ethos and values and recognises the importance of working within our policies and procedures

**You need to be available:**

* For approximately 4 hours per week;
* Be available daytime between Monday and Friday.
* Be able to make a minimum commitment of 6 month
* Be able to attend an induction/training and occasional meetings
* Provide references

**Volunteers will get from this role:**

* The opportunity to play a part in a vibrant and supportive community
* Knowledge of the asylum system in UK
* Experience of working in a charity environment

**What we provide:**

* An induction and ongoing relevant training for your role.
* Regular volunteer meetings and support.
* References after a suitable period of volunteering experience
* Training in the UK Asylum process and other informal training opportunities
* Expenses payments for costs incurred whilst volunteering