

Fundraising Support Volunteer

Location: Melbourne CBD

Duration: 1-2 days per week ongoing (ideally able to commit to 6 months)

WaterAid's Vision is of a world where everyone, everywhere has safe water, sanitation and hygiene. Our mission is to transform the lives of the poorest and most marginalised people by improving access to safe water, sanitation and hygiene. WaterAid works with partners to maximize its impacts for policy change/influence.

WaterAid works through supporting local organisations and government authorities to design and demonstrate appropriate and sustainable water, sanitation and hygiene programmes. WaterAid also seeks to influence policy change through government and other key sector actors to secure and protect the right of poor people to safe, affordable water and sanitation services.

Everything we do is shaped by our six values:

- Integrity
- Respect
- Collaboration
- Courage
- Accountability
- Innovation

WaterAid is a child-safe organisation and we are committed to protection from sexual exploitation and abuse in everything we do. The values and standards we uphold are highlighted in our Global Code of Conduct.

Please note that all positions within WaterAid, including voluntary roles, are required to comply with our Child Safeguarding Policy and Global Code of Conduct.

Job purpose

The Fundraising Support Volunteer role is a great opportunity to gain valuable skills and experience within the Not-for-Profit and charity sector. You will be providing vital administrative support to the Corporate and Community Engagement (CCE) department, which is responsible for delivering WaterAid's individual fundraising, events, communication and corporate engagement activities.

The Fundraising Support Volunteer assists across the CCE department on specific tasks including (but not limited to):

- Simple data entry
- Sending welcome packs and thank you letters to supporters
- Donation scanning
- Responding to supporter enquiries by mail, email and/or phone
- Other general administration tasks, as required by the CCE team

You will also have the opportunity to attend team meetings and support on project-based work from time-to time. This could include:

- Conducting market research
- Collating and developing fundraising materials for the WaterAid website

- Attending team workshops

Skills, attributes and experience:

Full training will be provided for all tasks; however good communication skills and a basic level of computer literacy are essential. Some knowledge of Microsoft Office programmes such as Word and/or Excel would be useful, but not essential if you are willing to learn.

If you like working within a team and share our passion for a world where everyone, everywhere has access to clean water, decent toilets and good hygiene, we would love to hear from you.

Please note that this is an unpaid position, however volunteers are entitled to \$20 per day to help cover transport and food costs.

Application process

Please send a one-page expression of interest and resume to recruitment@wateraid.org.au