



Fundraising Researcher

When: Flexible

Where: Remote or Earth Trust Centre, Little Wittenham, OX14 4QZ

What does the role involve?

- Desk-based research into companies, trusts, foundations and public grant schemes.
- Information gathering typically within the public domain including basic contact details like address, email, website and any other relevant information where available.
- Recording results of research using Microsoft Office or Google Docs.
- Occasionally checking and updating existing organisational information. For example, updating contact details, linked personnel.
- Where agreed and with support and relevant training, upload of information into the Earth Trust database.

What attitudes, skills and experience do I need?

- A commitment to the aims and principles of Earth Trust
- Being open, approachable and enthusiastic and able to work as part of a team
- Able to support independently agreed to timescales
- Familiarity and confidence with basic software and internet searches
- An ability to communicate clearly both orally and in writing
- The ability to quickly sift through information and extract what is relevant
- An understanding of why confidentiality is important
- A positive attitude to self-development and assessment.

Why Earth Trust needs you:

Earth Trust is a charity which gives free access to wildlife-rich, natural green spaces within reach of communities in Abingdon, Didcot and Wallingford. We run learning programmes for schools and the general public including for disabled and disadvantaged groups. Looking after our green spaces and running our learning programmes requires funding, and so we have a staff fundraising team. Success in fundraising depends on good research to help minimise the time wasted making lengthy applications with a low chance of success. Thorough research is key in helping us to focus our fundraising activity and use our limited resources to best effect.

What's in it for you?

As part of our volunteer team you'll interact with new people, develop your skills and gain experience in a challenging and rewarding environment. Volunteering with us offers a connection to your community, and can be a great platform into employment or a new challenge.

How Earth Trust will support you:

This is a flexible opportunity without set hours. Research can be undertaken at home. You will need your own IT equipment and have a personal email account. We will provide a research brief for each research assignment and training for use of the database when needed. There is no obligation to accept any specific assignment offered. You will be fully supported by a dedicated staff member

What to do next if you want to apply or need more information

Please contact Nicola Williams, Volunteer Officer, on 01865 407 792 or at Nicola.Williams@earthtrust.org.uk