



Action for M.E. Fundraising Volunteer

Location: Keynsham, near Bristol/Bath

Time: min 4 hours per week, max 35 hours per week

“Action for M.E. have made me feel valued and appreciated as a volunteer. It’s a great team to be part of and I feel my contribution has actually made a difference.”
Emily, Action for M.E. Office Volunteer

Do you have or want to build

- Experience in fundraising, finance or office administration
- Experience with MS Office
- Knowledge about M.E.
- Excellent communication skills
- Knowledge of working within a charity environment.

Fundraising Volunteer tasks include, but are not limited to

- Preparing packs and relevant materials to send out to supporters, fundraisers and members
- Assisting with Trust research and application sending
- Processing payments and updating member records
- Taking part in Action for M.E. events and campaigns
- Attending and contributing regular team meetings/huddles
- Updating important spreadsheets and performance tracking documents
- General office duties – writing letters, taking phone calls, processing documents (scanning, shredding, photocopying).



What we provide

- Training and support in an office environment.
- A relaxed work environment, working in a small, friendly team
- Excellent experience and reference for CV
- Flexibility to give you experience in the areas of fundraising that interest you
- Experience using a Customer Relationship Management database, Progress CRM
- Travel expenses reimbursed.

How will you make a difference?

There are an estimated 250,000 people in the U.K. with M.E. and we know much of the public do not know how severe and debilitating M.E. can be. By joining us as a Fundraising Volunteer, you'll be providing support across various income streams and contributing to the day-to-day running of the office, as an important part of a team aiming to end the ignorance, injustice and neglect experience by people with M.E.

If you would like to apply, please contact us on...

- fundraising@actionforme.org.uk
- 0117 927 9551 (option 7)
- Action for M.E., 42 Temple Street, Keynsham, BS31 1EH