

# Office Volunteer

## About Toilet Twinning

This role enables you to join a small and growing charity initiative that is passionate about extending the reach of the water and sanitation programmes of international Christian NGO Tearfund. We do this so that impoverished families are empowered to change their circumstances, as they believe in themselves and the future, to ultimately take small, but hugely significant steps towards overcoming generational poverty.

This is the team for you if you love new ideas; **strive** for open, honest, and trusting working relationships; **pursue** excellence while accepting that it's not always possible to get there; **dare** to fail; embrace learning; **try again** when things don't go to plan, and **enjoy** celebrating the successes of those around you.

## Office Volunteer Role Description

Here at the Toilet Twinning office in Bournemouth we need volunteers to help us with our mission to flush away poverty one toilet at a time. You will be part of our busy supporter services team helping get Toilet Twins out to our amazing supporters.

## What's involved?

- Helping with framing and packing up orders
- Data input of orders taken at events
- Putting together resource packs
- Preparing promotional materials for mail shots
- Maintaining security in line with our data protection policy

## What makes a great Office Volunteer

- Good computer skills and some knowledge of using databases (accuracy more important than speed)
- Interpersonal skills – relational and sensitive in working with the team and other volunteers, and having a positive attitude
- Ability to use own initiative but being able to ask for help if you need it
- Committed to achieving the objectives and willing to learn and adapt
- Some knowledge of and enthusiastic about Toilet Twinning.

## What's in it for you?

- Gain or improve your work-based skills in the area of IT and administration
- Experience of working in the charity sector
- Be part of a fun and dynamic team
- Opportunity to attend one of our regional training days
- The knowledge that your involvement is helping families and communities in some of the poorest countries in the world

## Time Commitment

You can volunteer anything from one morning or afternoon a week up to a few days a week. We generally need volunteers over the summer months and also in our peak season leading up to Christmas.

## What's Next?

- Want to know more? Contact our volunteer officer **Sarah Suddrey** on **0300 321 3217** or email **[sarah.suddrey@toilettwinning.org](mailto:sarah.suddrey@toilettwinning.org)**
- Complete and return our volunteer registration form. You will also need to supply two references.
- Attend an informal interview at the office and then start volunteering!

