

# Admin Volunteer – Fundraising

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## **Why we need your help**

The Royal Agricultural Benevolent Institution (RABI) is farming's oldest and largest charity. We've been serving the farming community across England and Wales since 1860. We offer financial, practical and emotional support to farming people of all ages, working with compassion and discretion. It's our vision that no member of the farming community should ever have to face adversity alone.

We are seeking enthusiastic individuals who have a passion for agriculture and the farming community to support our fundraising team based in our central office in Oxford.

As an admin volunteer you will support the team in running fundraising campaigns and ensuring all donations and supporters are recognised and thanked. You will help with key tasks such as sending thank you letters, answering basic fundraising enquiries and entering data into our database, ensuring we can engage with our supporters and plan our future campaigns.

## **Benefits to you**

This is a great opportunity for someone wishing to gain experience in the farming sector and / or someone wanting to use their skills & experience to make a difference.

We will ensure you have all the basic training and equipment for your role, as well as the opportunity to complete any other relevant training available. We will also cover reasonable travel expenses so that you are not out of pocket.

## **What you need**

Enthusiastic individuals with a passion for the farming sector, a desire to support staff and the wider team in fundraising and communications. It would suit someone who loves checking things off a to do list and confident in using technology and emails. Proficient in Microsoft office (excel, word) and experience in spreadsheets, databases, and handling data, as well as writing letters and emails.

## **How much time will I be expected to give?**

We would like a volunteer who can spend anything from a ½ day to a couple of days a week providing some additional administration support, which could be carried out flexibly to suit the volunteer. It could be a short-term role for a few months or a more regular role dependant on circumstances.

For further details please contact our Volunteering team on **01865 502868**

**Email:** [volunteering@rabi.org.uk](mailto:volunteering@rabi.org.uk)