



Data Entry Volunteer role

Do you have data entry skills? Would you like to help us move to a new CRM system so that we can manage our contacts more effectively?

T4CG will shortly adopt a new database platform.

A database is a vital part of the life of any charity and you would be contributing in an essential and invaluable way to help move Together for the Common Good forward onto its next stage.

This role involves uploading data and data cleaning.

You will have experience of data entry and the use of databases, as well as strong attention to detail.

You will have a good level of communication both written and verbal, excellent level of accuracy and be able to work in a team to a specific brief.

This is an opportunity to gain experience of the fundraising CRM, Donorfy. Initially this role is for a concentrated period over the summer. Subsequently, a regular role may be negotiated.

How to apply

We are a very flexible team and we always like to work relationally. We value our volunteers very highly.

Please do get in touch if you are interested in applying for this volunteer role.

Please write us a letter to help us get to know you, explaining why you want to work with T4CG and what skills and experience you could bring to our friendly team.

Email bryony@togetherforthecommongood.co.uk with your letter, CV and the role you are interested in.

Your CV should include relevant voluntary and work experience and two referees.

SKILLS

- Excellent writing skills, spelling and accuracy
- Strong attention to detail
- Excel experience
- CRM/database/data entry experience
- Able to work to a specific brief

APPLY WITH

Your CV and covering letter

Location: we mostly work remotely and keep in touch via email and Skype with occasional meet ups in central London. So location isn't an issue.

Time required: to be negotiated

Support: You will receive training in Donorfy CRM software and supported by T4CG's Director of Operations.

Together for the Common Good (T4CG) is a small charity serving an emerging movement bringing alive the principles of the Common Good and encouraging people of goodwill to work together across their differences.

We work across the churches to build their capacity through training in Common Good Thinking, discussion events, debates and online and offline resources. We are ecumenical, independent and non partisan.

www.togetherforthecommongood.co.uk