

# Membership Support volunteer



## Team

Membership / CRM Team

## Role Description

Main duties:-

- General Data Entry
- Uploading scanned documents (membership sign up forms) located in MS Teams into SWT's CRM (members record).
- During ad-hoc membership recruitment campaigns assist with adding new membership records to the CRM.

Based in the Shrewsbury office working with the membership/CRM team

## Skills and Experience

- Attention to detail.
- Access Charity CRM (Fundraising database) experience.
- MS Office Suite experience
- Knowledge of UK GDPR regulations.

## Essential / Desirable?

- Essential
- Desirable
- Desirable
- Desirable

## Skills Development Offered

- This role gives the volunteer the opportunity to support the Individual Giving team with the ongoing task of streamlining our membership records, storing them digitally and ensuring the trust is UK GDPR compliant.
- The role also enables the volunteer to learn more about how we are supported and the database training will open up other avenues within the trust where they could assist.

## Support Available

- Would be considered a valued volunteer member of the development team and would be supported and mentored by the Fundraising & Database Officers and directly supervised by the Individual Giving Manager for the hours worked for our team.
- Once you register as a volunteer, you will be invited to volunteer social events and training

## Minimum time commitment needed

- 4+ hours per week (over one or two days)

## Other information

- Full training will be given.
- You will be expected to comply with our GDPR policy, safeguarding policy and procedures and code of practice for appropriate behaviour.

## Contact

For role information: Gary de Saram, Individual Giving Manager.

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To apply for this role: submit your online application [here](#) or from our [volunteer webpage](#)