

LOVE

MUSIC

HELP

MUSICIANS^{UK}

Office Volunteer

To assist the fundraising team with various administrative tasks and duties

What qualities and skills does our Office Volunteer need to have?

- Excellent written and spoken communication skills
- Excellent organisation and time management skills
- High level of self-motivation and able to use initiative to get desired results
- Intermediate IT skills (Excel and Microsoft Word primarily) in order to carry out basic keyboard and data entry work
- Able to work with tact and discretion when dealing with confidential information
- Willingness to learn new skills
- Ability to work well within a team
- A positive and proactive attitude
- An understanding of our values and mission at HMUK. We provide help, support and opportunities to empower musicians at all stages of their lives
- Over 18s only

What will the role involve?

- To assist the fundraising team with administrative tasks. e.g. collating letters and forms / filing / data entry

Time commitment

- Subject to project/task

Dates

- Subject to project/task

Location

- You must be London based. The work will take place in our Help Musicians UK offices.
7-11 Britannia Street, London WC1X 9JS

What will I get out of it?

- An understanding of how Help Musicians UK works
- An opportunity to build skills, knowledge and experience
- An opportunity to enhance your CV and a reference if required
- A sense of self-worth for assisting a charity
- An opportunity to meet staff and other volunteers
- Opportunities to attend gigs and events
- To become a valued and integral part of the HMUK volunteer team
- Travel Expenses will be paid (within zones)
- Lunch Expenses will be paid

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