



Volunteer Role: Friends Administrator

Purpose

The Friends of Heath Robinson Museum (FoHRM) are looking for someone to help with the administration of Friends membership. FoHRM is run by a small group of volunteers who run a range of activities for Friends of the Museum including outings, museum events, newsletters etc. The Friends Administrator would join the Friends Committee. They would help set up new members on the system, send out welcome information, and manage member information and renewals.

What's involved?

- Sending welcome information
- Sending reminders of renewal to Friends paying by card/cash /cheque
- Managing member information on Venpos (our membership system) and Excel
- Setting up and approving direct debits on Donor Debit
- Producing basic reports on membership numbers

What skills or experience will you need?

- Confident using computers and willing to learn to use the Museum's membership and Donor Debit systems
- Competency in the use of Excel
- Organised
- Attention to detail

What's in it for you?

Volunteering with us is a great way of meeting people and learning something new whilst helping support a local charity. Volunteers need no prior knowledge of Heath Robinson and his work; we will provide you with all the training you need. Like all our volunteers, you will get a 10% discount in our shop, 10% off select event tickets when purchased at the till & free entry to museum exhibitions. We can reimburse public transport travel expenses up to £5 per day and provide free onsite parking for volunteers.

How much time do you need to give?

The time commitment across all activities averages approximately 2 hours per week, though this varies seasonally.

Contact

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