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**TITLE OF ROLE:** Fundraising Researcher 2021/22

**PURPOSE OF ROLE:** Helping Roundabout to research for opportunities in South Yorkshire to increase fundraising support. We are looking for volunteers to help us to google and research a range of local businesses, within topic areas, with relevant contact details and inputting these into a spreadsheet. This will be a huge help for the future of Fundraising at Roundabout as it will allow us to reach out for Charity of the Year Partnerships with corporates, find raffle prizes or event find attendees for our special events that we put on.

**SKILLS, EXPERIENCE AND QUALITIES REQUIRED**

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|  | WHAT WE WOULD LIKE YOU TO HAVE WHEN YOU APPLY |
| **Skills and Experience** | * Excellent research skills
* English reading and writing skills
* Access to the internet
* Proficient in Microsoft office (mainly Excel)
* Knowledge of the local area (Sheffield, Rotherham, Doncaster) would be a bonus
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| **Qualities** | * Excellent research skills
* Organised
* Reliable
* Good communication skills
* Ability to think outside the box
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| **Time Commitment** | This is a home-based role that can be completed ad-hoc.Please let us know on your application form how many hours a week you would be able to support us with this. |
| **Training Required** | You will be in contact with an experienced Roundabout fundraiser throughout that will support you during this role. You will be given examples and a full task brief. |

If you are interested in applying to this role, please contact fundraising@roundaboutltd.org for an application form.

Thank you.