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| **Role Title** | Kingston Voluntary Action (KVA) Database volunteer |
| **Role Advert** | Volunteer to support Kingston Voluntary Action (KVA) to assist KVA’s Project Support Officer in maintaining and updating our database, SimplyConnect in order to enable KVA to be in touch with existing organisations (small local charities and community groups) in the borough and communicate with them regularly  |
| **Time Commitment** | You will be volunteering between 9am and 5pm. We are very happy to be flexible around your schedule and we understand that your circumstances and availability may change at short notice. |
| **Purpose of Role** | To be part of a small team to keep the KVA database SimplyConnect up to date with accurate and most recent information in order to underpin effective communication with small local charities and community groups in the borough so they can receive timely advice and information and e.g. find out about training opportunities relevant to them.  |
| **Key Tasks** | * Contacting organisations (by phone or email) on the database in order to update contact details and other relevant content
* Removing data about organisations/projects which have closed down or don’t exist any more
* Researching new organisations to add to the database
* Being part of a small team to respond quickly to need and changing situations
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| **Skills and Qualities Required** | **Qualities**1. Comfortable in collating information and undertaking data entry
2. Follows instructions quickly
3. Enjoys gathering information
4. Can undertake tasks remotely and independently
5. Has good team spirit and willing to collaborate
6. DBS clearance (TBC)
7. Excellent communicator

**Skills/Experience** * Excellent grasp of technology
* Experience of using CRM systems / databases
* Attention to detail
* Team working skills
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| **Benefits of the role** | You will make a big difference in supporting KVA to deliver key messages to the wider voluntary sector and residents in Kingston and for them to access support services to help them be more effective and sustainable.  |
| **How to Apply** | Please send your completed application form to admin@kva.org.uk  |