

NRMC Volunteer Role Description

Role	Location
Fundraising Administrator Volunteer	HMS Excellent, Portsmouth, UK
Supervised by	Date Reviewed
Individual Giving Fundraiser	29/01/2025

About the Royal Navy & Royal Marines Charity

RNRMC is the Navy's principal charity which exists to support every sailor, marine and their families, for life. We do this by offering grants to and working with, other organisations to deliver programmes that meet the needs of our beneficiaries. We work hard, engaging with supporters to help raise awareness and funds to deliver the outcomes required for today and tomorrow.

Values

In all your dealings as a volunteer, you will be expected to abide by the values of the charity. The values are:

Beneficiary focused	We will use the best evidence available to achieve maximum impact on the lives and morale of those who serve today, or who have ever served, and their families.
Integrity	We will act with honesty and transparency in all our activities.
Commitment	We will demonstrate the highest ambition and commitment for our cause
Inclusiveness	We will recognise and celebrate diversity in the sector
Teamwork	We will always behave in a way that strengthens the sector

How this Role Makes a Difference

Our Fundraising Administrator Volunteer will support the Royal Navy & Royal Marines Charity by providing in-office administrative assistance to the Fundraising department, with a particular focus on the Individual Giving team.

As a small team, we need help to keep our administration and records up to date. Your contribution will help us run efficient campaigns, build stronger relationships with donors, and ensure our fundraising efforts make a meaningful impact on the lives of our beneficiaries.

Tasks and Responsibilities

Volunteer Support

- Assist with day-to-day administrative tasks for the Fundraising team.
- Maintain accurate records in the database following postal campaigns.
- Organise data to support future campaigns, including coordinating prize draws and managing entries.
- Help with filing and organising documents, ensuring everything is accessible and well-maintained.
- Assist with general office coordination as needed, including ad-hoc tasks.

Times and dates

Regularly each week, ideally 4 hours / ½ a day a week or 1 full day bi-weekly, between Monday to Friday.

Qualifications and Requirements

Good communications skills

Personable and professional

Previous experience in an administration role

Experience of working with databases (we use RENXT)

Good communication skills – verbal & written

Able to use Microsoft Outlook 365 suite of tools:

TEAMS, Word, PowerPoint, Excel

Dependable

Organised

A supportive, collegiate and flexible approach

Administrative, financial or charity background

Own Transport

Age 18+

Visit the RNRMC Website to complete our enquiry form or to find out more about other volunteering opportunities
www.rnrmc.org.uk