

Tearfund Volunteer –Partnerships Fundraising Team

Tearfund is one of New Zealand's leading faith-based NGO's with industry-leading development partnerships and programmes throughout the world. We are a highly respected charity that inspires people to give, learn, advocate and stand up against injustice.

Tearfund primarily relies on Kiwis' financial generosity to support development projects led by local partners who work in places that are facing issues of poverty, scarcity, disempowerment and injustice.

The Partnerships team engage with Tearfund's high value supporter groups and create meaningful partnerships with 'causes' they are passionate about.

Volunteer opportunity (approximately 2 days per month)

We are looking for a volunteer to assist us on an ongoing basis with office-based admin and computer tasks. The work that you help us with could include getting reports or marketing packs ready to post to our supporters, printing, packing and preparing mail packs, helping to print and address envelopes, write greeting cards and complete simple computer tasks etc.

Your commitment would likely to be for approximately 2 days each month (could be split out over multiple half days, and at peak times we may require more hours if you're able to assist) and would be worked from our Mount Roskill office. We are looking for someone who is passionate about Tearfund, is reliable, trustworthy and has computer skills and tidy/legible handwriting. Your support will increase our capacity to engage with key supporters who are instrumental to furthering Tearfund's mission, so your donated time will absolutely add value and will be deeply appreciated. We will provide all resources required, as well as support and guidance on the day, free car-parking, a friendly and enthusiastic team, as well as good coffee and biscuits!

If you'd be available to volunteer your time, we'd love to hear from you. Please send us a cover letter and share with us why you're interested in volunteering for Tearfund and your availability. All applications will be gratefully received and acknowledged.

Please note that any offer of volunteer for Tearfund will be subject to the satisfactory completion of;

- *A self-declaration process*
- *A criminal records/police check*
- *Two reference verifications*