



Data Volunteer Role Description

Gresham College is a charity which provides high-quality free education to the public across a broad range of subjects. The College aims to stimulate a love of learning and intellectual curiosity and to champion academic rigor, professional expertise and freedom of expression.

For more than 400 years, Gresham College has been providing free lectures, originally in the City of London but now also online. They are live-streamed around the world and have amassed more than 51 million online views. To watch please visit our website www.gresham.ac.uk or look on [YouTube](#).

The College is now in year five of an exciting five-year plan which has the primary aim of increasing and broadening the audience which the College reaches. Working at Gresham College is hugely rewarding in terms of the breadth and range of subjects covered and the knowledge and intellectual reputations of our speakers.

ROLE DESCRIPTION:

The volunteer will be responsible for supporting the Supporter Engagement Coordinator to help clean and update our new database. This in turn will help Gresham College operate efficiently.

- To help tidy our data that we hold on audiences and supporters
- Enter and update data into the database
- Review data for accuracy and completeness
- Assist with data cleanup and verification tasks
- Follow data confidentiality and security protocols
- Communicate with team members to clarify data discrepancies
- Proficient in using CRM systems with transferable skills
- Strong communication and interpersonal skills
- Ability to work independently and within a team
- To have attention to detail and be accurate

The above are some aspects of the role description and it will depend on what the volunteer feels comfortable doing and dependent on your skillsets.

We are also looking for someone who is reliable. We work flexibly, but initially it will be important to volunteer in the office. This role will be office based.

At least half a day a week of your time will be required. This volunteering can either be for an agreed amount of time or on-going.

Training will be given.

Expenses

Out of pocket expenses will be given but will need to be agreed in advance. You should keep receipts for expenses.

Equal Opportunities

Gresham College encourages applications from those of diverse backgrounds. The College is committed to fairness, consistency and transparency in selection decisions. Panel members are aware of the principles of equality of opportunity and fair selection.