

Fulham Palace House & Garden

Volunteer role description

Database administration volunteer

What is a Database administration volunteer?

A great amount of work goes on 'behind the scenes' to help our volunteer recruitment process run smoothly and effectively. As a database administration volunteer, you'll help us ensure that we're keeping all information secure, and accurate as we recruit volunteers.

As part of this role, you'll be uploading new volunteers to our database, logging information such as volunteer hours, and helping us look for trends in our data. This role would suit someone who has great attention to detail, is organised and likes working with computers and databases.



<p>What's in it for you?</p>	<ul style="list-style-type: none"> • Experience working behind the scenes within a heritage organisation • The opportunity to improve your Outlook, Word and internal software skills such as ThankQ • Being part of a dynamic and welcoming team • To be involved with a positive and engaging volunteer culture including social events, outings, forums and our volunteer portal - where volunteers are able to contribute blogs posts; join in discussions with other volunteers, sign up to sessions and access all the information you need as a volunteer online • A reference when you have volunteered with us regularly for 6 months
<p>What's involved?</p>	<p>Tasks such as:</p> <ul style="list-style-type: none"> • Creating profiles for volunteers, and attaching all volunteer information such as references and application forms. • Logging and uploading volunteer hours. • Undertaking data analysis • Checking for missing documents. <p><i>Volunteers will be asked to sign a confidentiality agreement as the information they will be</i></p>

	<i>handling will include personal information about other volunteers at Fulham Palace.</i>
This role will suit people who...	<ul style="list-style-type: none"> • Are computer literate and happy to be computer-based during their volunteering shifts • Are able to pay close attention to detail • Are conscientious and hardworking • Are confident using the phone and/or using e-mails to reply to prospective volunteers • Will be happy to work independently or without assistance • Enjoy taking ownership of tasks • Having used Thank Q previously would be useful but is not essential; we'll train you on how to us this system.
Availability	Volunteers can work half a day or a day per week but will need to make a weekly commitment – of course volunteers will have holidays too! Normal working days are either on a Tuesday, Thursday or Friday.
Main contact	Jenny Murphy, volunteer development officer
Training/Resources	<ul style="list-style-type: none"> • Training to help you carry out and develop in your role • Full induction including health and safety procedures, fire safety and customer service • All new volunteers have an introduction period, this is a settling in time of around 2 months. At the end of this an appropriate person will catch up with you. This is an opportunity for both parties to reflect and make any adjustments to the role that are needed • Access to our volunteer's website, the 'Volunteer Portal', including a blog, downloadable resources, rota and events page
Getting to the Palace	<ul style="list-style-type: none"> • The nearest tube station is Putney Bridge • The nearest railway station is Putney • There are several bus stops within walking distance • We reimburse travel expenses up to £8 per session
What next?	<p>Please get in touch by completing an enquiry form, available at: https://www.fulhampalace.org/get-involved/volunteer-at-fulham-palace/</p> <p>If you have any questions you can contact our Volunteer Enquiry Assistants by emailing volunteer@fulhampalace.org or telephoning 020 7751 2433</p> <p>Potential volunteers will be invited to an informal</p>

interview to discuss the role further in person

Fulham Palace values the involvement of volunteers; they enhance everything we are able to do. We are committed to offering volunteer opportunities of a high standard and welcome feedback.