**Fundraising Mailings Assistant**

**Occasional days throughout the year**

About this position

To provide on-and-off help during the fundraising mailings sent from Handicap International UK’s offices.

In order to support Handicap International’s worldwide work with disabled people, Handicap International UK sends mailings to its existing supporters several times a year. We are currently looking to build a small team of people who could put the mailings together, ready to be posted. This is a crucial way for our organisation to keep our costs to a minimum.

Skills needed

* High attention to detail
* Well organized
* A positive attitude to working as part of a small team
* Ability to use initiative and to work on their own
* Not being fazed by a pile of a few thousand letters!

Time commitment

Mailings take place throughout the year. You will be informed at least two weeks before your help is needed.

(In case of an emergency mailing, you will be informed two or three days prior the mailing)

Location

* In Handicap International UK’s offices in Southwark.

How to apply

* To apply, please fill in the volunteering application form and send it along with your CV by email or post.

By email: [**recruitment@hi-uk.org**](mailto:recruitment@hi-uk.org)   
By post : Handicap International UK (Volunteering), 9 Rushworth Street, London SE1 0RB

Notes

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| For further information about this role, please contact Handicap International UK on 0870 774 3737 or by email: [**recruitment@hi-uk.org**](mailto:recruitment@hi-uk.org) Handicap International UK welcomes applications from people with disabilities. |