

## **Join our Technology Support & Improvement Team**

- **Do you have a technology background or are you currently studying a related discipline?**
- **Would you like to be involved in a project team investigating, helping to deliver and supporting technical solutions?**
- **If you can spare a few hours on a regular basis – why not get in touch?**

We are looking for a group of volunteers to be involved with technology projects to help improve the efficiency and effectiveness of our operations.

The team will help Bereavement Matters' staff team and volunteers support our local community by improving our communications, fundraising and reducing our operational costs.

There have been and will be a variety of projects from selection and setup of networked printing and scanning to creating a bespoke client management system. An immediate priority is a flexible CRM /mail communications solution that will allow us to provide tailored and effective communications to selective groups of people from amongst our donors, supporters, volunteers and clients.

The roles and projects will require a variety of skills. Teams will be assembled to work on projects matching skills and interests and Bereavement Matters' needs. This is a great opportunity for a group of like-minded people to work together to find innovative and user-friendly ways to solve technical challenges.

Location and time are very flexible, but volunteers will need to work from our offices when reviewing or analysing sensitive information.

### **Skills & Qualifications**

- You will be a team player with lots of energy, enthusiasm and ideas.

## **St Albans & District Bereavement Network Volunteering Opportunities 2016**



- Knowledge and experience of technology support and a hands-on approach to delivering technical solutions.
- Knowledge and understanding of how systems are delivered across a range of platforms would be helpful, together with experience of analysing information and making recommendations and devising solutions for effective data management, communications tools and social media development.

### **About Us**

Bereavement Matters – the St Albans & District Bereavement Network is an independent local charity providing bereavement support to adults, families and young people living in the St Albans and Harpenden area. Our aim is to help anyone in the local community regardless of creed, culture, age or gender, in need of bereavement support.

We have 3 part time staff, 14 professional counsellors and around 60 active volunteers. Services are coordinated from our rented premises in Catherine Street, St Albans. At any one time we are supporting up to 65-70 clients.

**For more information please contact St Albans & District Bereavement Network by telephone: 01727 841914 or by email: [admin@sabn.org.uk](mailto:admin@sabn.org.uk)**