

### Personal statement

A highly motivated, ambitious and conscientious young person who is willing to do unpaid work to help people, animals and society at large. Trevor is reliable, has a non-judgemental attitude, can maintain confidentiality, is willing to accept boundaries and is can make a regular and long term commitment to a organisation. He is well able to evaluate his own failings and can quickly identify his own support needs. He is confident that he will be able to make a vital contribution as a volunteer to your organisation, and is looking forward to the opportunity of meeting new people, learning and developing new skills and gaining new experiences.

### Academic qualifications

<b>Coventry North College</b>	<b>2011 - 2012</b>
Diploma in Fundraising	Pass
<b>Birmingham South High School</b>	<b>2008 - 2011</b>
Maths	Pass
English	Pass
Geography	Pass
Physics	Pass
Business Studies	Pass
Physical Education	Pass

### Volunteering skills acquired whilst studying

- Recruiting other volunteers to an organisation by organising profile-raising and publicity events.
- Monitoring and evaluating activities and writing reports for managers and trustees.
- Managing floats, budgets and resources.
- Tailoring funding applications for submission.
- Accurately maintaining computerised and manual filing/documentation systems.
- Building relationships with members of the public, work colleagues and other volunteers.
- Able to work well with young children, teenagers and disabled people.
- Researching small trusts, foundations, major corporate donors.
- Improving practices, techniques and procedures.

### Knowledge of

Administrative duties	Coordinating resources	IT literate	Fundraising
Listening skills	Researching	Reception duties	Problem solving
Customer service	Time management	Report writing	Equality & diversity issues

### Personal skills

- Can quickly understand the aims and objectives of a organisation.
- Excellent communication skills including the ability to communicate effectively with people who may have communication difficulties.
- Available daytime, evening and at weekends.
- Empathy, understanding and a strong desire to help others.
- Able to work as part of team.
- Having a mature outlook and willing to accept responsibility.

### Hobbies & interests

As an outdoor person who is physically fit, energetic and hardy, Trevor likes to take part in activities that will push his abilities to the limit. He enjoys rock climbing and is a member of a local running club which regularly takes part in cross country marathons.

**References** - Available on request.



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