

Volunteer Opportunity: Legacy Administration Volunteer

Office based in Nottingham, approximately ½ day every two weeks

Location: G6 Ash Tree Court, Nottingham NG8 6PY

Are you an organised, detail-focused individual with experience in administration, legal support, or wills and probate? We are looking for a dedicated **Legacy Administration Volunteer** to support our charity with the sensitive and important area of legacy giving.

This role would be ideal for someone who may be retired from a legal, administrative, or professional services background (perhaps a former solicitor, legal secretary, probate administrator, or experienced office manager) who would like to use their skills to make a meaningful difference.

About the Role

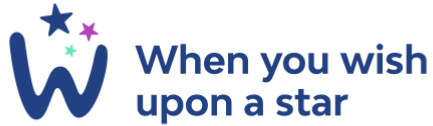
Legacy gifts left in wills play a vital role in helping us continue granting magical wishes for children living with life-threatening illnesses.

As our Legacy Administration Volunteer, you will help us manage and support this area by assisting with:

- General administration relating to legacy donations and gifts in wills
- Liaising professionally with solicitors, executors, and lay executors
- Maintaining accurate and confidential records
- Supporting correspondence and telephone enquiries
- Helping ensure legacy cases are followed through efficiently and sensitively
- Assisting the fundraising team with legacy stewardship and donor care

We're Looking For Someone Who Is:

- Highly organised and detail-oriented
- Confident and professional on the phone
- Comfortable handling sensitive and confidential information
- Experienced in administration, legal support, or office-based roles
- Knowledge of wills, probate, or legacy giving is highly desirable
- Willing to learn and work as part of a friendly team
- Compassionate and understands the importance of our mission
- Good computer skills are necessary, although full training will be provided on our easy-to-use database



Time Commitment

This role is flexible and can fit around your availability. We expect you will spend around **half a day every 2 weeks in a typical month in our Head Office**, although this may vary depending on your personal availability. We are happy to work with you to find a pattern that works.

Why Volunteer With Us?

You will have the full support of our small and friendly team, with additional training and opportunities to develop your skills and experience.

By volunteering your time and expertise, you will help ensure more wishes can come true for seriously ill children across the UK. Your support behind the scenes helps create unforgettable memories for families when they need them most.

Interested?

We would love to hear from individuals with relevant experience, or from legal firms and professional contacts who may know someone suitable for this rewarding volunteer opportunity.

Please email amy.buxton@whenyouwish.org.uk or call **Amy Buxton (Head of Income Generation)** on **07505 503118** to have a chat and find out more.