Help Us Digitise Our Impact: Data Entry Volunteers

Chance to Shine is looking for volunteers to support our Strategy, Impact, and Evaluation department. We are looking for volunteers who can come to our Holborn office and dedicate approximately 2-3 days per month to supporting our data digitisation. You do not need to commit to full days; hours can be arranged to fit your availability but we ask that each session would be a minimum three-hour block between 9am and 5pm (e.g., one full day and three-four half-days across a month)

As a charity, we collect feedback from children via paper surveys to understand the impact of our programmes. We need dedicated volunteers to help us accurately transfer this data into our Excel systems so we can effectively report on our work and improve young people's wellbeing.

The key responsibilities are:

- **Data Entry:** Manually entering data from paper survey forms into Microsoft Excel spreadsheets with accuracy.
- **Data Cleaning:** Reviewing entries for errors or missing information.
- **Deciphering:** Interpreting difficult-to-read handwriting and making logical judgment calls (or flagging issues) where data is unclear.
- **File Management:** Organising and filing the physical paper surveys securely after entry.

If you are comfortable using Excel, have good concentration, strong attention to detail with a high level of accuracy and good communication skills, we would love to hear from you.

To apply

- If you are interested in supporting our work, please send a short email to jobs@chancetoshine.org. In your email, please include:
    - **A brief introduction:** Tell us a little bit about yourself and why you'd like to volunteer with us.
    - **Your availability:** How many days per month you could commit and any preferences for how you'd like to arrange your hours (e.g., full days or half-days).
    - **A quick summary of your skills:** Just a few sentences confirming you are comfortable using Microsoft Excel and have a strong eye for detail.