



# Volunteer Information Pack

## Thank you!

Thank you for your interest in volunteering with Breast Cancer Now. This information pack has been produced to provide you with information about Breast Cancer Now and specifically about the ActWELL trial.

This information pack contains:

- An overview of Breast Cancer Now
- How we involve volunteers
- Our responsibilities & expectations
- Overview of the recruitment process
- Training requirements and induction
- A summary of key policies

## Breast Cancer Now

### Who we are:

We're Breast Cancer Now, the UK's largest breast cancer charity – and we're dedicated to funding research into this devastating disease. We believe that if we all act now, by 2050, everyone who develops breast cancer will live – and live well.

### What we do:

We bring together patients and supporters with researchers and healthcare professionals to fund world-class research and drive progress in the prevention, detection and treatment of breast cancer.

### Our work focusses on four critical areas:

**Risk and Prevention:** The best weapon we could have against breast cancer is the ability to stop it occurring in the first place. To do this, we need to know who is most at risk of breast cancer and what we do to prevent them from developing it.

**Early Detection and Diagnosis:** The earlier breast cancer is found and the earlier treatment is started, the greater the chances are of surviving the disease. Breast awareness and breast screening are vital ways to ensure women are diagnosed early.

**Treatment:** Breast Cancer is not just one disease – there are more than 20 different types of breast cancer that we know of. That's why treatments must be highly targeted, personalised to each individual and their particular form of breast cancer. But there's more we need to know before we can truly fit the right treatment to the right person.



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**Secondary Breast Cancer:** Secondary breast cancer – breast cancer that has spread to other parts of the body, kills 1,000 UK women a month. At present secondary breast cancer is not curable, but we will fight to change this by ramping up research efforts to stop women dying from the disease – and work to ensure that women living with secondary breast cancer receive the best possible care.

## Our Values

**Free Thinking:** Inventive, open, bold, fearless and ready to challenge

**Affirming:** Trusts, respects, supports, inspires, and makes a positive impact

**Bright:** Expert, focused, shows passion, energy, and leads the way

## How we involve volunteers:

Volunteers are integral to all that Breast Cancer Now does and are an important asset to the organisation. Breast Cancer Now values everything its volunteers do and aims to make volunteering for Breast Cancer Now a worthwhile experience.

There are a variety of ways you can get involved with Breast Cancer Now, for example volunteering at one of our events, as a local area representative, campaigning with us or sharing your story. This information pack relates specifically to volunteering on the ActWELL project.

We appreciate that most people volunteer because they want to make a difference. We feel that volunteering is a two way experience and that there should be benefits in return for your time. Here are some of the benefits:

- Meet new people
- Certificated training
- Learn new skills and enhance your CV
- Reimbursement of travel expenses
- Be part of an exciting and innovative project that contributes to Breast Cancer Now's ambition.

## Breast Cancer Now are committed to:

- making sure you know what your role is and how to do it
- treating volunteers with respect
- providing a named member of staff who will be your point of contact
- providing you with training to enable you to do your role
- explain the standards we expect and support you to achieve and maintain them
- resolving any issues or difficulties you have whilst volunteering fairly



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## In return Breast Cancer Now expects volunteers to:

- behave appropriately whenever you represent Breast Cancer Now
- treat others with respect, consideration and appreciation, no matter who they are and where they come from
- perform your role to the best of your ability and keep to your role description
- follow Breast Cancer Now's policies and procedures
- maintain the confidential information of the organisation
- turn up for volunteering commitments on time
- ask for guidance if you don't fully understand your role and responsibilities

## Recruitment and training

### How to play your part

You'll need to be available for:

- an information and selection sessions (lasting roughly 2 hours)
- a 2 day training workshop

### Recruitment Process

Volunteer selection is based on the skills, experience and interests of the applicant being matched to the person specification set out in the role description.

All interested volunteers should complete our online application form. The Volunteer Service Co-ordinator will contact applicants to have an informal chat about the role and will follow up with your references. Applicants who we believe match our criteria to carry out the role will be invited to an information and selection session. The information session makes up part of the recruitment process and will allow the trial team to select suitable applicants who will be invited to attend the 2 day training workshop.

Please note that we cannot guarantee all applicants a role on the ActWELL project. Unsuccessful applicants are welcome to request feedback and we may be able to find an alternative role for you.

### ActWELL training and induction

All successful applicants will be invited to attend a 2 day training workshop which includes a Breast Cancer Now induction. This will equip volunteers with the skills and knowledge to carry out their role and allow them to meet staff involved in ActWELL.

The ActWELL Trial team will deliver these training sessions to all volunteers. The first training dates will take place **on Monday 12<sup>th</sup> and Tuesday 13<sup>th</sup> June 2017** in Dundee.

Future training dates will be planned later in the year, and in early 2018, to allow for ongoing recruitment. We will accept applications from applicants who cannot attend the training in June.



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## Key Policies

### Equality of opportunity

Breast Cancer Now is committed to equality of opportunity and embraces diversity in all that it does. The opportunity to volunteer applies equally to everyone regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) or sexual orientation and Breast Cancer Now recognises, respects and values the positive aspects each individual can bring through volunteering.

### Out of pocket expenses

All volunteers are entitled to be reimbursed for any reasonable out of pocket expenses, including expenses for travel and meals. Breast Cancer Now will only reimburse the amount spent as a result of volunteering, up to agreed maximum levels.

### Insurance

Breast Cancer Now will provide appropriate insurance cover for its volunteers with regard to Public Liability and Professional Indemnity insurance cover.

### Data Protection

Breast Cancer Now will ensure that all volunteer data within the organisation is stored securely and only passed on internally and externally where express consent is sought and gathered. All information will be stored in line with the Data Protection Act 1998.

### Problem solving/Dealing with challenging situations

Breast Cancer Now aims to identify and solve all problems involving volunteers informally and at the earliest possible stage, through regular communication with volunteers and those responsible for managing them.

## Contact Information

If you have any questions please get in touch with us by emailing [volunteerscot@breastcancer.org](mailto:volunteerscot@breastcancer.org) or calling 0131 226 0763.

If you would like to keep up to date with what is going on at Breast Cancer Now in Scotland follow us on [facebook](#) | [twitter](#) | [instagram](#)