

OFFICE VOLUNTEER- HOMEBASED/SHEFFIELD OFFICE

This role is to help the Volunteer Hub with general office administrative tasks. The Volunteer Hub is the centre for expertise on volunteering who support all teams who manage volunteers, across Breast Cancer Now. While bringing your own knowledge and experience to the role you will also have the chance to develop new skills whilst making a great contribution to the work of Breast Cancer Now.

The role will be based homebased initially with a view to being based in the Sheffield Office alongside our staff team, once the office reopens (we anticipate this will be in Spring 2021). We expect the time commitment to be between 5-7 hours per week across 1-2 days.

WHAT WILL I BE DOING?

The tasks will involve basic data administration, which may include:

- Data entry: Updating our database system with volunteer recruitment and role information
- Administering web enquiries and submissions onto our database
- Writing birthday, thank-you and Christmas cards to our volunteers
- Supporting the Volunteering Hub team with other additional administration tasks that you feel comfortable with

WHAT SKILLS OR QUALITIES DO I NEED?

- Confident in using IT, including Word, Excel, databases, and digital platforms. Use of these would vary depending on the task
- Own computer or secure access to one when working from home
- Good communication skills
- Flexibility, as this role can be quite varied
- Able to work independently and as part of a team
- Ability to show tact and discretion if dealing with sensitive or confidential information
- To work within Breast Cancer Now's policies and guidelines

WHAT TRAINING AND SUPPORT WILL I RECEIVE?

- Volunteers will need to attend a Welcome Workshop, which will be a series of two-hour online sessions
- You will receive full support by your key staff contact to help understand, and carry out any aspect of the role as appropriate
- Breast Cancer Now will refund all reasonable expenses incurred, for example any costs incurred from making telephone calls to supporters.

WHAT WILL I GAIN FROM VOLUNTEERING?

- The opportunity to meet new people from a wide range of backgrounds
- The opportunity to gain new skills and develop existing ones
- To make a real difference to the lives of people affected by breast cancer.

I've enjoyed the challenge and feel what I've contributed has been useful'
(Michelle, Office Volunteer)