

Volunteer Admin Assistant - General

How you will make a difference

CCHC provides practical, emotional and social support to those affected by cancer, who visit the Centre physically or virtually, with a holistic approach to wellbeing: Mind, Body and Spirit.

You will play a key role in helping CCHC run smoothly by helping us keep up to date with our administrative tasks, thereby enabling the Centre Management Team to be available for our members.

What will you be doing?

You will carry out general administrative duties which will vary from week to week and may include some or all of the following:

Helping with correspondence including thank you letters to our donors.

Stock check and ordering housekeeping supplies and stationery, unpacking and putting away on delivery.

Photocopying and laminating.

Printing documents such as publicity materials, daily sign in sheets and therapy forms as required.

Other admin tasks which may arise, on request of Centre Management Team.

There is an opportunity to combine this role with other Cambridge Cancer Help Centre volunteering roles if desired, particularly the membership admin role or the finance assistant role.

Where will you be volunteering?

You will volunteer at The Centre.

What time commitment do you need to make?

You will need to be available for approximately three hours per week year-round, days and times to be mutually agreed, with occasional extra availability if possible when required.

What skills and qualities will you need?

To be willing and flexible to undertake a variety of tasks which may sometimes be prioritised by the management team.

To be confident with basic IT skills such as Microsoft Word and email.

To be able to communicate effectively.

To be trustworthy.

To be reliable.

To be willing to work independently liaising with staff and/or Trustees.

To be able to deal with confidential information.

To be empathetic and sensitive in situations where you may have contact with our members.

What training and support will you be offered?

A named supervisor for regular contact.

A volunteer agreement.

An induction with an introduction to the charity, the role and our policies.

Group training refresher sessions.

The opportunity to meet other volunteers and attend volunteer meetings.

1:1 supervision meetings for longer term volunteers.

The Centre will arrange for a DBS certificate application.

Can I claim expenses?

You will be entitled to claim reimbursement of reasonable travel expenses subject to our agreed policy.

For more detail about this role, or to receive an application form, please contact Lorna Gough: contact@cambridgecancerhelpcentre.org

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