

# Job Role: Volunteer Co-ordinator & Assistant

## Organisation: Sussex Cancer Fund

## Location: Sussex, United Kingdom

## Position Type: Volunteer

## Reports To: Marketing Manager

### About Sussex Cancer Fund:

We work together with the NHS to help make life better for cancer patients in Sussex – providing equipment and services that make a tangible difference for patients who are often on a difficult and stressful journey. We also selectively fund and enable Sussex based cancer research programs that contribute to the understanding of cancers and improved outcomes for patients.

### Job Description:

As a Volunteer Co-ordinator & Assistant at Sussex Cancer Fund, you will play a vital role in co-ordinating the volunteer team and assisting with the administrative activities of the charity. The primary responsibility of coordinating the volunteer activities would involve maintaining the volunteer list and ensuring that the charity’s activities are appropriately resourced with volunteers.

This position is essential in helping the Sussex Cancer Fund run fundraising events as well as providing important services to cancer patients.

## Key Responsibilities:

### Volunteer Support:

Assist in the recruitment and onboarding of new volunteers, helping to complete necessary paperwork and provide information about the organisation.

Help organise and facilitate volunteer training sessions and orientation programs.

### Communication:

Collaborate with the SCF Volunteer Team to maintain open lines of communication with volunteers.

Assist in updating volunteers on organisational news, events, and opportunities for involvement.

### Scheduling:

Work with SCF Staff to create and maintain volunteer schedules, ensuring that volunteers are matched to appropriate roles.

Assist in keeping track of volunteer availability and preferences.

### Documentation and Records:

Help maintain accurate records of volunteer hours, tasks performed, and contact information.

Assist in generating reports to track volunteer contributions and impact.

### Events and Recognition:

Support the Marketing Manager in organising events and activities to recognise and appreciate the contributions of volunteers.

Assist in coordinating activities that celebrate the achievements of the volunteer team.

### Qualifications:

* Strong interpersonal and communication skills.
* Willingness to work collaboratively with a diverse team of volunteers.
* Good organisational and administrative abilities.
* Empathetic and compassionate, with a sincere desire to support cancer patients and their families.
* Proficiency in basic computer software for scheduling and record-keeping is a plus.
* Previous experience in a support or assistant role is welcomed but not mandatory.

Time Commitment:

This is a voluntary position with flexible hours. A commitment of 4 hours per week minimum is expected, depending on the availability of the volunteer assistant.

Join Sussex Cancer Fund as a Volunteer Assistant and be an integral part of our team working to make a difference in the lives of cancer patients and their families. Your support and dedication will help us provide essential services and support to those in need within the Sussex community. Together, we can create a positive impact.

Closing date: Wednesday 7th December 2023

**If you are interested please contact joanna.godden1@nhs.net**