

Volunteer role description

This is an outline of what your role will involve – you will have the opportunity to discuss this in more detail at your recruitment meeting.

Role Title	
Admin Support Volunteer - Office	
Location	How often
Marie Curie Site	Flexible – by agreement
How long	Minimum age
Minimum of 6 months	16
Disclosure checks	Is driving essential for the role?
None	No

Why we need your help
<p>With the support of volunteers, Marie Curie can achieve our mission to help people living with a terminal illness, and their families, make the most of the time they have together by delivering expert care, guidance and support.</p> <p>Admin volunteers are vital in helping to ensure our services run effectively. We are looking for volunteers to support one of our teams with the day-to-day running of the Charity.</p>

What we need you to do

Your role may include some of, but is not restricted to, the following tasks:

- Administration such as filing, photocopying, collating and sorting documents
- Complete tasks using various computer programmes, including Microsoft Office
- Answer incoming phone calls, make calls and relay information as required
- Monitor and maintain stationery stock
- Maintain confidentiality in line with Marie Curie's Data Protection Policy
- Help with other related tasks when necessary

What skills or experience do you need?

- Good computer skills, especially word processing, spreadsheets and databases
- Good communication and organisational skills
- Good literacy and numeracy
- Clear and polite phone manner
- The ability to work on your own initiative
- An understanding of the importance of confidentiality

What we can offer you:

- An excellent opportunity to build on your skills in a national Charity
- An induction, training, support and supervision in your role
- Agreed reasonable out-of-pocket expenses

What we ask of you:

- To provide two references from non-family members and other relevant documents related to the role
- To keep to all the charity's policies and guidelines
- To complete an induction and any training relate to the role
- Provide written parental consent, if under 18 years of age

Marie Curie is committed to safeguarding and promoting the welfare of patients and their families and expects all staff and volunteers to share this commitment.

Marie Curie will treat all volunteers fairly and with respect. We will not discriminate on the basis of disability, ethnicity, marital status, pregnancy or maternity, sex (i.e. gender), sexual orientation, religion or faith, or gender reassignment. We will not discriminate on the basis of age, unless the responsibilities of a role require us to do so in order to safeguard our volunteers and/or service users.

For more information or if you have any questions regarding this volunteer role, please contact the Volunteer Centre on volunteering@mariecurie.org.uk or on **0800 304 7032**.

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