

PINK RIBBON WALK ADMIN SUPPORT VOLUNTEER

Homebased or London office

This role is to help the Pink Ribbon Walk team with standard enquiry emails, administration tasks and making phone calls to participants for the Blenheim House walk on 13 May 2023 and the Chatsworth House Walk on the 8 July 2023.

As an office volunteer you'll help Breast Cancer Now retain these invaluable fundraisers through meaningful and heartfelt communication and support the Pink Ribbon Walk Team in event delivery.

The role can be either home based or in the London office and is short-term. The time commitment will be just 2-3 hours per week one month before the events.

What will I be doing?

Acting as a point of contact between the charity and event fundraisers, you will:

- Call existing fundraisers signed up to participate in the Pink Ribbon Walks to thank them for supporting and raising money for the charity.
- Respond to email enquiries from the Pink Ribbon Walk inbox with support from key staff contact.
- Provide insight into how their support helps those affected by breast cancer.
- Keep a record of all communication with fundraisers.
- Redirect any queries or concerns raised by fundraisers to your key staff contact.
- Office based roles will support with basic admin tasks such as printing and laminating

What skills or qualities do I need?

- To have basic IT and record keeping skills.
- Own computer or secure access to one when working from home.
- To be a good, clear and confident communicator over the telephone.
- To be passionate about making a difference and supporting the charity.
- To work within Breast Cancer Now's policies and guidelines.

What training and support will I receive?

- Volunteers will need to attend a 1-2 hour induction session.
- 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 pre agreed reasonable expenses incurred, for example any costs incurred from making telephone calls to supporters.

What will I gain from volunteering?

- The opportunity to talk to 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.