

## Data Admin Volunteers

Reporting to: Finance & Office Manager  
Location: 8-12 Camden High Street, London, NW1 0JH  
Salary: Voluntary – expenses for subsistence will be covered  
Closing Date: Ongoing  
Duration: Negotiable

*Please send a CV detailing any data admin experience, why you would like to volunteer and what you can offer Ovarian Cancer Action: [fundraising@ovarian.org.uk](mailto:fundraising@ovarian.org.uk)*

### **Job Description:**

The volunteers will provide administrative support to the Finance & Office Manager if and when required. The volunteer's primary work will be for our data base admin, therefore we require volunteers with data admin experience as this role will involve quite bit of data entry, we need volunteers to scan past donation into a database then cross reference check, training on our data base will be provided.

At times, there will also be opportunities to assist fundraising and awareness in research work, volunteering at charities events and any other AD HOC tasks. Volunteering for Ovarian Cancer Action will help you to acquire valuable experience and skills, which will boost your chances of securing permanent employment in the future or an opportunity to experience being part of a team that does an amazing work to fight ovarian cancer and raise awareness, in your retirement years. Given the flexible nature of the role, this is a fantastic opportunity to be involved in a diverse number of responsibilities and initiatives. We require an individual who is willing to work hard and take ownership of this role. Ultimately, your input will contribute to helping us to grow the charity.

Any volunteers appointed at first will be placed on a trial period.

**Availability:** Volunteers needed for either Mondays or Fridays, both days would be desirable. From 10am to 4pm with 1 hour lunch break (negotiable)

### **Key Skills Required:**

- Well organised individual
- Ability to use initiative
- Confident working independently
- Proficiency in MS Office (Word, Excel, PowerPoint & Outlook) is desired, but not essential