



Position: Volunteer Data Administrator May 2019

Start date: Immediate start

Days and times: Flexible (within office working hours, Monday – Friday 9am-5:30pm)

This is a voluntary role, however, travel and lunch expenses are covered

About Ovarian Cancer Action:

Ovarian Cancer Action (OCA) was founded in 2006, with a single purpose: to fund research to prevent women dying from ovarian cancer. We fund world-class scientific research leading to innovative treatments and progressive solutions. We campaign to ensure women and healthcare providers know the risk factors, symptoms and treatment options to enable informed and rapid action. Despite being the UK's deadliest gynaecological cancer, the sixth most common cancer in women, claiming a woman's life every two hours, ovarian cancer remains an underfunded and overlooked condition. And that's not ok with us. In fact, diseases like breast cancer had better survival rates five decades ago than ovarian cancer does in 2019. That's why we raise awareness of the disease amongst healthcare professionals and the general public, fight to put women's health firmly on the political agenda, and campaign for change.

We are based at 8-12 Camden High Street, London, NW1 0JH. Our office based team is made up of 20 dedicated and passionate staff members plus volunteers, all of whom work hard to spread our message, campaign for change, and generate the vital funds we need to support the scientific innovators who will help beat ovarian cancer. We have a broad network of vital supporters, from community fundraisers and corporate partners, to our family of Voices who champion the cause across the UK.

Our mission is to stop women dying of ovarian cancer, but we can't do it alone. We mobilise people to take action, to spread the word, to tell their stories, and raise the vital funds we need to beat the disease once and for all.

Our volunteers are integral to achieving our mission. Whether it's cheering on Team OCA at a sporting event, taking part in bucket collections, sharing your story, raising awareness or supporting us with tasks in our head office – your time is extremely valuable to us!

About the Volunteer Data Administrator:

We're looking for a Volunteer Data Administrator to help the Fundraising team with some key tasks to accurately record the charity's income. This is a fantastic opportunity to be part of a dynamic and proactive team and gain invaluable experience in a growing charity and an innovative fundraising team. You will receive training on our database and data recording processes and will learn about our different income streams. Recording data accurately is vital for Ovarian Cancer Action to be able to support our fundraisers as best we can and recognise them for their amazing efforts. This role will be perfect for a student or graduate looking to enter the charity sector, or an individual looking to enhance their office administration and data entry skills.

Position in organisation:

Reports to: Individual Giving Manager

Main working relationships: Individual Giving Manager, Database and Supporter Care Officer, Challenge Events Fundraiser, Community Fundraiser, Head of Fundraising

General responsibilities:

- Recording donor information, including new donor contact details and information that will ensure Ovarian Cancer Action can speak to our supporters in the most appropriate way.
- Recording donor's gift aid declarations on the Raiser's Edge database, to support the charity's application for gift aid from HMRC.
- Entering data from historic files onto the database. This includes setting up new supporter records, adding to existing records and coding our income accordingly.
- Packing and sending fundraising material to supporters.
- Supporting the fundraising team with event management and other administrative duties when required.

About the ideal person and their required experience and skills:**IT experience:**

- Experience of data entry and accurate recording of information.
- Confident in the use of Microsoft Outlook, Excel and Word.

Communication:

- Excellent written, and verbal communication skills; being confident and competent to clearly communicate to the Fundraising team and the rest of the charity.

Critical thinking:

- Excellent analytical and problem-solving skills.

Interpersonal:

- Work well within a team and have a positive, friendly, calm, professional and helpful disposition.

Other:

- Understanding of confidentiality and data protection

Desirable:

- Experience using Raiser's Edge database
- Knowledge of how Gift Aid works
- An understanding of different fundraising income streams and coding

Personal qualities:

- Enthusiastic, motivated and a positive attitude.
- Willingness to learn and contribute to the success of the team.

Benefits:

- Personal and professional development – opportunities to build and enhance existing skills
- Gain an insight into the charity sector - we're a growing, ambitious team so there are always opportunities to get involved and learn more about the work the charity does
- Meeting new people– you will be welcomed into our friendly team and at our team social events!

Application process:

If you are interested in this role and would like to find out more, please email volunteering@ovarian.org.uk. Please include a few details about any relevant experience you have for the role and why you would like to volunteer at Ovarian Cancer Action. We will get back to you to set up an informal face to face interview where we will ask you a few questions to establish your skills, motivations and interests, to understand how we can support you best. If successful we will invite you to complete a short computer task.