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| Position: | Fundraising Volunteer |
| Start date: | Jan - Apr 2020 |
| Days and times: | Flexible (within office working hours, Monday – Friday 9am-5:30pm), ideally 1 or 2 days a week |
| Location: | 8-12 Camden High Street, London, NW1 0JH |

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

About Ovarian Cancer Action:

Action. One third of our name and 100% of what we're about.

And while we're talking numbers, here's another: one woman dies in the UK from ovarian cancer every two hours. Although five-year survival rates for ovarian cancer are improving, other cancers, such as breast cancer, had better survival rates two generations ago than ovarian cancer does today. We're here to change all that. And we're following two routes to achieve that change: awareness raising and scientific research.

Raising awareness for the quickest impact

We're campaigning to increase awareness and improve understanding of symptoms among the public and GPs. The symptoms of ovarian cancer can easily be attributed to other, less serious conditions such as IBS, or even to the menopause, but the sooner ovarian cancer is diagnosed the better the chance of survival. So education is vital. And we know it's where we can make the quickest impact.

Funding research for the biggest impact

The biggest impact we can make comes from our main area of focus: scientific research. Since 2006, Ovarian Cancer Action has funded £12.3million of research projects: more than any other ovarian cancer charity in the UK. We've opened the Ovarian Cancer Action Research Centre (OCARC), Europe's first ever centre dedicated to ovarian cancer research. And we continue to run our HHMT International Forum on Ovarian Cancer, which has been bringing together the world's leading scientists to determine research priorities around the globe since 1987.

Moving towards the next generation

Over the last fifteen years, our efforts to fund and facilitate the very best ovarian cancer research have achieved dramatic results. But, of course, there's more work to be done. Thanks to the continuing generosity of our supporters, we're now committed to funding the next generation of research and to accelerating progress in three main areas: preventing the disease, diagnosing it early, and developing effective, personalised treatments. We believe this approach will help more women survive ovarian cancer than ever before.

Take action with us now and transform the lives and prospects of women today and for generations to come.

About the Fundraising Volunteer:

We're looking for a Fundraising Volunteer to help the Community & Challenge Event team with a variety of tasks to support our amazing fundraisers. 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. We are ideally looking for someone to volunteer in our Camden office 2 days a week (this may only need to be a half day) if possible. 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 experience.

Position in organisation:

Reports to: Community & Challenge Event Manager

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

General responsibilities:

- Packing and sending fundraising materials to our supporters
- Logging accurate records on our supporter database
- Sourcing gift in kind donations for our fundraisers and events
- Engaging with and thanking our Facebook fundraisers on social media
- Managing and keeping a record of our fundraising materials stock
- Conducting welcome calls to new fundraisers if you feel confident enough to do so.

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 Excel, Outlook 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

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 telephone interview where we will ask you a few questions to establish your skills, motivations and interests, to understand how we can support you best. We look forward to hearing from you!