Volunteer with Lymphoma Action

Office Volunteer

Location: Lymphoma Action office – Unit 3, Bell Business Park, Smeaton Close, Aylesbury, Buckinghamshire, HP19 8JR

Time Commitment: Flexible opportunity, offering an involvement of a few times a month or an occasional basis.

About Lymphoma Action

With the help of our wonderful volunteers, we aim to make sure that no one has to face lymphoma alone. Lymphoma Action is the UK's only charity dedicated to lymphoma, the fifth most common cancer. We've been providing expert information and support for over 35 years, helping thousands of people affected by lymphoma.

We welcome volunteers from all backgrounds, communities and experiences and strive to have diverse representation within our volunteer community.

How this role makes a difference

Your time will support staff teams across the organisation to deliver additional administration, office and IT tasks. This will help us to achieve more with our services, ensure the smooth running of our activities, and ultimately to reach more people to inform, support and connect everyone affected by lymphoma.

What's involved?

Tasks could include:

- Bring your expertise, skills and experience to our projects and activities
- Input data to keep our records and information up-to-date
- Carry out desktop research for particular projects or areas of activity
- Assist with event organisation
- Send fundraising materials and merchandise to our supporters
- General office duties such as printing, photocopying and packing.

In addition, for all volunteering activities, you will be expected to:

- Identify strongly with our mission and values
- Positively represent Lymphoma Action throughout all tasks, communications and relationships as you carry out your role
- Carry out all volunteering activities within the Charity's guidelines, policies and procedures.

What skills and experience you'll need

- Good organisational and time management skills
- Flexible approach with the ability to volunteer independently
- Basic IT skills, including use of Microsoft Office packages such as Word and Excel
- Willingness to learn and understand our processes - training will be provided
- Ideally live within a reasonable travel distance to the Aylesbury office
- Be over the age of 18.

If you have been diagnosed with lymphoma, or are close to someone who has, before taking on the role you/they will be at least 6 months on from completing treatment or starting on active monitoring.

What training and support you'll receive

- Induction and welcome to Lymphoma Action
- Relevant learning and training opportunities to help you in your role
- Ongoing support from a designated Lymphoma Action volunteer manager
- Reasonable expenses reimbursed in line with Lymphoma Action's policy
- Access to resources, guidance, news and updates about volunteering with Lymphoma Action.

What you'll gain from volunteering with us

- Be part of our valued volunteer community, which is at the heart of our work
- Develop a deeper understanding of lymphoma and the work of a national charity
- Gain and develop your experience in an office environment
- Opportunities to develop your administration, IT and communication skills
- Enhance your own wellbeing through connecting with others.

Next Steps

Please complete our **Volunteer Enquiry Form**. A member of staff will be in touch to chat through your interest in this role. If you're looking to apply or have any questions, you can also contact the Volunteering Team by emailing **volunteering@lymphoma-action.org.uk** or calling **01296 619415**.