

Volunteer with Lymphoma Action



Project Support (Work Experience)

Location: Home-based / Lymphoma Action's office – Unit 3, Bell Business Park, Smeaton Close, Aylesbury, Buckinghamshire, HP19 8JR

Time Commitment: Flexible

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 project work, 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:

- Assisting in the development and delivery of volunteering, fundraising, campaigning initiatives and events across the Charity
- Carrying out desktop research for particular projects or areas of activity
- Planning and supporting social media activity and engagement
- General office duties such as scanning, 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, as well as in a team
- 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
- Experience of using social media if you'll be carrying out this task
- If volunteering remotely, access to digital technology such as Zoom to stay connected with us
- 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

- Add volunteering experience to your CV to support future career aspirations
- 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, project work 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**.