

Leukaemia CARE - Job Description

JOB TITLE	Volunteers Administrator
ACCOUNTABLE TO	Volunteers Coordinator
SALARY	TBA
HOURS	22.5
LOCATION	Leukaemia CARE Head Offices, Worcester

Leukaemia CARE exists to provide vital care and support to all those whose lives are affected by leukaemia, lymphoma and allied blood disorders. Our work extends to the welfare of families and carers, as well as that of patients themselves. Quite simply... 'supporting a quality of life'. .

Summary

To provide administration support to Volunteer Network within the Charity, reporting directly to the Volunteers Coordinator. The purpose of the role is to handle the administration required to progress applications from potential volunteers, prepare for training days and maintain the volunteer database

Job Description

The CARE Team is the primary point of contact for those people who are affected by leukaemia, lymphoma and the other allied blood disorders. The Volunteers Administrator will work in conjunction with the Volunteers Coordinator to ensure all aspects of the Volunteer Network run efficiently. The position will involve telephone contact with Volunteer Bureaus and our Volunteers, it should be noted that many Volunteers are patients or carers

Responsibilities

1. To work with the Volunteers Coordinator to process applications from potential volunteers, including disclosure documentation;
2. To work with the Volunteers Coordinator to ensure that all volunteers attending training courses/induction receive the required literature to support the course;

3. To arrange the travel and accommodation requirements for those attending training courses/induction;
4. To work in conjunction with the Volunteers Coordinator on other projects such as postal code reports, membership listings and full Volunteers reporting;
5. To support the Volunteers Coordinator with the typing of letters, memos, dispatching information and publications to the Volunteer Network;
6. To work with the Volunteers Coordinator to arrange the Volunteer Conference when required;
7. To keep both the Volunteers Manual and Procedures Manual up to date;
8. To attend training sessions that may be held during the week and at weekends;
9. To undertake any reasonable task requested by the Volunteers Coordinator.

Hours of work

The hours of work will need to be flexible although under normal circumstances will consist of 22½ hours per week and will be undertaken between the hours of 9:00 and 5.30 with 1 hour break for lunch. Working days will be Monday, Wednesday and Friday of each week.

Accountability

The Volunteers Administrator is accountable to the Volunteers Coordinator, in the first instance, but ultimately to the CARE Director.