

Volunteer Opportunity: Administration Volunteer (Flexible, London-based)

Are you looking for a flexible volunteering role that makes a real difference to the lives of people affected by ovarian cancer? Join our dedicated and friendly team at Ovacome and help us provide vital support to our community.

About Ovacome: Ovacome has been providing support and information to people affected by ovarian cancer since 1996. We run a wide range of services including a support line, peer support groups, awareness campaigns, and health and wellbeing events across the UK.

Guided by the voices of our service users, we strive to ensure that anyone affected by ovarian cancer – whether living with a diagnosis, concerned about their risk, supporting a loved one, or working as a healthcare professional – feels heard, informed and part of a compassionate and empowering community.

About the Role: We are seeking an Administration Volunteer to support our London office and help us ensure our services run smoothly. This flexible role involves assisting with a variety of administrative tasks that are crucial to the success of our charity.

Your Tasks Will Include:

- Assisting with post, including information and awareness material orders and shop orders
- Assisting with information mailouts to major cancer centres across the UK, including promotion of information resources and our events
- General office administration, such as preparing event packs and welcome packs for our new members, scanning, shredding and data entry
- Assisting with research tasks across departments

What We're Looking For:

- Friendly, compassionate and reliable
- Good attention to detail
- Good communication skills
- Good organisational and time management skills
- Basic computer skills are a plus (training can be given)
- An interest in Ovacome and our work, and enthusiasm to help us provide vital support to the ovarian cancer community
- No previous experience required – just a positive attitude, eagerness to help and willingness to learn new skills!

Why Volunteer with Ovacome?

- Make a tangible difference to the lives of people affected by ovarian cancer
- Gain valuable office and administration experience and learn new skills
- Work in a supportive and inclusive team environment
- Flexible hours with the opportunity to volunteer from our central London office

- Be part of a charity that values the voices of those we serve
- Reimbursement of travel, meals and other agreed out of pocket expenses

When Am I Needed? We know that life can be busy, so we've made sure that volunteering with us is super flexible. You can join us at our office any time Monday to Friday between 9am and 5pm, and we're happy to work around your schedule. Plus, if you prefer something more hands-on, we offer the chance to volunteer at in-person events across the UK – perfect if you enjoy getting out and about!

How to Apply: If you're excited about this opportunity to volunteer with us, we'd love to hear from you! Please send a short email or cover letter to ovacome@ovacome.org.uk explaining why you are interested in this role and volunteering for Ovacome. Please note that we can only offer this role to over 18s, and this volunteer role is based at our London office, so we can only offer this role to those who live in the UK and are London-based.

Other Volunteering: If this role isn't quite what you are looking for or you think you have other useful skills to offer, please get in touch – we'd love to hear from you about other ways you could support us! You can email us at ovacome@ovacome.org.uk or call 020 7299 6654.

Together, we can make a difference and support those affected by ovarian cancer.