

# VOLUNTEERING DEVELOPMENT LEAD: LONDON APPLICANT PACK



**OUTPATIENTS**  
Amplifying LGBTQ+ Voices in Cancer Care



# Hello!

We're **OUTpatients**, the UK's LGBTIQ+ cancer charity. We're proudly patient-led and are here to shake up the system, advocate for equity, and stand up for every LGBTIQ+ individual navigating the cancer journey.

We believe that no-one should feel like they're on the outside looking in when it comes to their own health. That's why we're working towards a world where everyone can bring their whole selves to cancer care.

Our goal is fair and accessible cancer care for all, inclusive of our community. It's not just our dream—it's the change we create.

On the following pages you will find more information about our charity, the role we have available, and how to apply. If you have any further questions, do not hesitate to **contact us via email**.

We appreciate your interest in joining our exciting mission and look forward to receiving your application!



# The position

## **Volunteering Development Lead: London**

**Salary:** £28,000 pro-rata

**Hours:** Part time, 17.5hrs per week (0.5 FTE)

**Location:** London / Hybrid

**Contract:** Five years, continuation subject to funding

**Reporting to:** CEO

**Conditions:** As part of our hybrid offer, we request that people are able to travel to our London office at least once a week, in addition to team days and other requirements.

## **Main objectives**

**OUTpatients** is seeking an experienced **Volunteering Development Lead** for the **Greater London area** who can develop an engaged volunteer base to support the charity and its mission.

We are a small charity and this role is new in our organisation. This means that we encourage applicants who have prior experience working in small, developing teams and are able to balance taking initiative with close collaboration with other staff members.

We are looking for a person who can develop and recruit people into a volunteering database and work with these volunteers to support us at events, to deliver activities with the charity, plan fundraisers, and expand our presence within the LGBTIQ+ the community.

A successful applicant should be able to share creative ideas of how to reach underserved communities and have a good appreciation for intersectionality as a cross-cutting consideration throughout their work.

How work hours are allocated across the week can be flexible and is open for discussion with the CEO as part of the interview process.

# Responsibilities

## Leadership

- Work with the CEO on a strategy that engages and excites our beneficiaries and wider communities
- Be an expert on the projects you aim to deliver
- Lead on effective communication plans related to activities
- Supervise volunteers when they are involved in our activities

## Project management

- Communicate with the team to align potential activities with current projects and priorities
- Maintain up to date and effective notes, workplans, and logs
- Develop and maintain database of volunteers and stakeholders
- Evaluate experience of volunteers and respond accordingly
- Involve key stakeholders in projects and outputs
- Provide regular reporting to CEO

## Charity development

- Expand awareness of the charity through community engagement
- Identify key stakeholders who can promote our message to potential volunteers and the wider LGBTIQ+ community
- Find new and creative opportunities to embed OUTpatients in the fundraising landscape
- Reach diverse audiences and monitor the demographics of recruited volunteers and stakeholders

# Person specification

## Essential

A successful candidate will be able to demonstrate a commitment to the charity's mission and possess the following qualities:

- Track record of working collaboratively in small teams across various short, medium, and long term projects
- Excellent organisation and project management skills
- Excellent administration skills and confidence with digital tools
- Strong writing and editing skills with an attention to detail
- Excellent communication skills with the ability to interact with a variety of people from diverse backgrounds
- Drive to address inequality and reach underserved communities through an intersectional approach to healthcare barriers

## Desirable

In addition to the above skills, we welcome applicants with the following experience, interests, and expertise:

- Experience of working in the charity sector
- Keen interest in LGBTIQ+ rights and healthcare equity
- Demonstrable success in organising and facilitating volunteering, community activities, support groups or similar
- Knowledge of the UK cancer care sector and how it operates
- Training and experience in safeguarding and its principles
- Knowledge in how to be GDPR compliant
- First aid training

# How to apply

Please apply for our position directly via our **Charity Jobs** listing.

You will need to supply a CV as part of your application. If you need to update your CV, we recommend the **Europass CV** service.

You will be asked to answer three questions/prompts when you apply. This is in place of providing a cover letter. We do this to give you an opportunity to expand upon your CV and show us a bit of your personality. These responses can be brief, and we recommend that you write no more than 500 words per question.

These will be:

- **What specifically motivates you to work for an LGBTIQ+ charity?**
- **Please share any relevant experience you have within the healthcare or cancer sectors (professional or personal).**
- **Please describe any experience you may have with leading volunteering.**

If your application is successful, you will be offered an interview and will be able to choose for this to be online or in our London office.

If you would prefer to submit an application via email, please request this from us **via email** well in advance of the application deadline. The same criteria as above will still apply.

