



Volunteer Coordinator

UCARE- Urology Cancer Research and Education

Role: Volunteer Coordinator

Working Hours: Part time 20 hours per week, worked flexibly across the week, will include some evenings to support events.

Annual Leave: 5.6 weeks (inclusive of bank holidays)

Salary: Full Time Equivalent (FTE) £25,000 – Actual Salary

Expenses paid with prior approval

Location: Working from home based within Oxfordshire, some travel will be required

Reports to: Lead Awareness Coordinator/Senior Administrator/UCARE trustees

Period of contract: One year contract funded by Step Change

Background

UCARE is an Oxfordshire charity dedicated to improving the care and treatment of urological cancers. We fundraise to support research and to raise awareness in our local communities of the benefits of early symptom awareness, interventions and of general health and wellbeing.





All charity organisations need volunteers, and we are looking for a passionate **Volunteer Coordinator** to recruit, manage and engage our volunteers, helping us to raise our community awareness, and collaborate with other organisations and charities. Could you help us in our mission in awareness work, to increase visibility of our work and raise our profile and funds to benefit the Oxfordshire public and increase awareness, with the ultimate aim of saving lives.

If you're able to give us some time to promote health and wellbeing in your community - volunteer in your community; have some skills we may need, you have the power to make a difference.

About the role

We are looking for Volunteer Coordinator to be responsible for overseeing our volunteer programme

Key duties will include;

-  Recruiting volunteers through a variety of job boards, community pages and platforms.
-  Arranging and carrying out interviews with potential volunteers to assess the value and contribution they could offer the charity.
-  Carrying out new volunteer inductions to ensure they are confident and competent to deliver their responsibilities as a UCARE volunteer.
-  Supporting the continued development of existing volunteers



- ✿ Maintaining accurate volunteer records to monitor training, development and performance.
- ✿ Working with UCARE colleagues to ensure we have an engaged pool of volunteers that meets the resource needs of the charity.
- ✿ Coordinate awareness events such as stalls, talks and workshops to build awareness within the Oxfordshire community of the mission of the charity.
- ✿ Work collaboratively with other service providers and charities to maximise the impact of the charity for its beneficiaries.

We recognise that talking about Cancer can be difficult. During our induction we will provide you with all the tools you need to be successful in your new role, this includes;

- ✿ Full training and resources to communicate our message to others and volunteers.
- ✿ Tools to deliver effective presentations
- ✿ Training on Cancer awareness to ensure you can communicate this effectively, this could include;
 - How people can reduce their risk of getting cancer
 - Help people understand the importance of spotting cancer early
 - Appreciate and address the fears and barriers faced by people when talking about cancer
 - How to have effective, supportive conversations about cancer and health
 - Understand the impact health inequalities can have on cancer outcomes
 - Encourage people to take positive action for their health, and see their doctor with any concerns
 - Understanding how to offer support, provide signposting and guidance when working within the community and alongside our volunteers.

About you

We are looking for a **Volunteer Coordinator** who is compassionate, friendly, sensitive and have a sensible approach, able to demonstrate responsibility, reliability and integrity.

Highly motivated and enthusiastic, strong organisational skills and confident in their own judgement, we would like someone who takes initiative but will ask for help or advice if needed and has the passion to share our mission.

Please get in touch with us for further information or informal chat by contacting ucare@ucare-oxford.org.uk