

REMOTE ADMIN SUPPORT VOLUNTEER

Background to this role

Breast Cancer Now is a busy charity providing many services to people living with breast cancer. Our world-class research and life-changing support wouldn't be possible without our team of over 6,000 volunteers. Each and every one of them helps us to be there for anyone affected by this devastating disease. And you could join them.

We need more volunteers to help support the wide range of admin that occurs in the charity day-to-day. With remote admin volunteers, teams will be better supported during busier periods to provide our life-changing services.

Your time is precious. Make it count by helping to change the lives of people affected by breast cancer.

What will I be doing?

You will support various teams across Breast Cancer Now, on short-term projects. You will help with a variety of administrative tasks. This could include:

- Answering emails and handling correspondence
- Database entry
- Data generation
- Contacting service users and volunteers via email and telephone
- Creating materials and copy
- Proofing

What skills and qualities do I need?

- Your own computer or laptop
- Good computer literacy, including basic knowledge of Microsoft programs such as Outlook, Word, Excel
- Good written and verbal communication skills
- Good interpersonal skills
- Willingness to learn new administrative software, where necessary
- Accurate, confident, and methodical when handling data and data entry
- Enjoy admin and organising things
- Able to work to own initiative
- Able to work within Breast Cancer Now's policies and guidelines, including respecting confidentiality, safeguarding, and data protection

What commitment is required?

- Attend a two-hour Welcome Workshop, introducing you to the charity
- Flexibility for on-call style volunteering. You will be notified a few days in advance of available tasks and there may be long periods of time between tasks
- You will have the ability to accept or decline volunteering work

- There is no minimum time commitment. Tasks will vary in length, depending on the needs of the team, but could take anything from 1 – 4 hours

What training and support will I receive?

- Volunteers will be asked take part in role-specific training prior to starting their role
- Breast Cancer Now will reimburse reasonable expenses in line with our Expenses Policy
- We will provide full training in using any software for the role

Computer Specifications for Remote Work

Due to the nature of our work and following legal guidelines your computer must meet these specifications for us to accept you into the role.

- Operating System: *Windows 10* or *Mac OS 10.14 Mojave*
- Anti-virus software: You can download free anti-virus protection for Windows OS [here](#) or *Trend Micro* from the *App store* for Mac OS
- Mac's need *Microsoft Remote Desktop Connection* installed from *App store*.
- On induction we install *Microsoft Teams* and the *Cisco Anyconnect VPN*.
- Sufficient home Internet speed: You can test your internet speed [here](#). We suggest a minimum of 12mbps download and 2mbps upload

What will I gain from this role?

- Demonstrate confident use of MS Office 365 software, as well as proficiency in learning new software, such as Unity database
- Develop and demonstrate good organisational skills
- Gain experience of working independently and remotely
- Demonstrate good written and verbal communication skills
- Develop knowledge of the different departments of Breast Cancer Now and the different services offered
- The opportunity to network with new people such as, Breast Cancer Now staff and other volunteers