**The Royal Marsden Cancer Charity**

**Welcome Volunteer**

**Team: Community Fundraising**

**Where: The Royal Marsden Cancer Charity Office, The Oak Cancer Centre, Sutton**

**When: 3.5 hours per week (between Monday – Friday, 9:30am-1pm or 1pm-4:30pm)**

The Royal Marsden is the largest and most comprehensive cancer centre in Europe, treating over 50,000 patients every year. It is a centre of excellence with an international reputation for ground-breaking research and pioneering the very latest in cancer treatments and technologies, as well as specialising in cancer diagnosis and [education](http://royalmarsdenschool.ac.uk/).

The Royal Marsden Cancer Charity raises money solely to support The Royal Marsden. From funding state-of-the-art equipment and ground-breaking research, to creating the best patient environments, we never stop looking for ways to improve the lives of people affected by cancer. We simply wouldn’t be able to do this without the passionate commitment of our volunteers.

We are looking for volunteers to work in our brand-new Oak Cancer Centre in Sutton, greeting supporters who visit the busy Charity office in the main reception. Visitors to The Royal Marsden will be able to visit the Charity office to find out more about The Royal Marsden Cancer Charity, make a donation and buy branded merchandise.

**Tasks for this role include:**

* Being an ambassador for The Royal Marsden Cancer Charity
* Answering questions about The Royal Marsden Cancer Charity from people visiting The Royal Marsden Cancer Charity office in The Oak Cancer Centre
* Taking donations
* Selling merchandise
* Liaising with the Charity team to stay up to date on Charity information and activities
* Supporting the Fundraising Team with some small office tasks, like restocking fundraising materials
* Referring members of the public to the relevant Charity staff within the charity office when appropriate
* Referring members of the public to the hospital meet and greet volunteers within the main reception when appropriate

**We are looking for people who:**

* Are friendly and happy to chat to members of the public
* Work well as part of a team
* Are committed and reliable
* Are passionate about making a difference to cancer patients

**Your availability:**

* The Charity office will be manned Monday to Friday, between 9:30am-1pm and 1pm-4:30pm
* Fortnightly slots available, please enquire for more details
* We would prefer it if you are able to volunteer with us for a minimum of six months

**What we can offer you:**

* Induction training
* On-going support and advice
* Regular e-news updates about the Charity
* The opportunity to meet other volunteers through forums and events
* Experience of working in the charity sector

**Recruitment process:**

We run an inclusive volunteering programme. The Royal Marsden Cancer Charity is committed to eliminating all forms of discrimination on the grounds of age, disability, gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex and sexual orientation. Our process of recruitment involves completing an application form and reference checks. On satisfactory return, you will then be invited for an informal chat in the Sutton office with a member of the fundraising team. We actively welcome applications from people who have been affected by cancer.

**What to do if you are interested:** Email volunteering@rmh.nhs.uk for an application form or call 0208 661 3391 for more information.