



CHILDHOOD CANCER CHARITY
Cause, Care and Cure



Volunteer role description and skills profile

Background & Mission

The Childhood Cancer Charity (CCC) exists to one day find the cause of all childhood cancers, know how to prevent, and how best to treat so that one day ever child survives childhood cancer.

You can find more information about Mission, Vision and Values on our website [Childhood Cancer Charity](#)

Salary: Unpaid. Expenses incurred while travelling to meetings and events, within reasonable scope, will be paid for.

Hours: A minimum of 3hrs a week.

We welcome people from all backgrounds to join us and use their skills to make our vision a reality.

Why do you need me?

Every day at least 12 children are diagnosed with cancer in the UK, and of the 4,500 children diagnosed every year, almost a 1,000 children each year, do not survive this awful disease, making it the most common cause of death for children under the age of 15.

Despite the vast funds poured into cancer research each year, research dedicated to childhood cancer currently makes up only 2% over the overall funding further reducing the chance for children to survive the rarest forms of childhood cancer.

CCC aims to champion, promote and strengthen the research into the holistic causes, prevention, treatment and cure of all childhood cancers, particularly those that are the rarest in type.

We need people like you, local champions who share our vision of a world free of childhood cancer to make it a reality.

What activities will/could I be involved in?

As a new and young charity, we need you to help grow our reach, support local events and champion our mission in your local area to find more people like you and us to drive this cause forward.

Your duties may change over time but to begin with we see you doing things like the following:

- Promoting our cause on social media
- Managing local groups and maintaining contact key groups
- Speaking with fundraisers and cheering them on
- Maintaining a database



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- Ad-hoc administrative duties

What skills and abilities will I need to have?

- Admin or office support experience preferable
 - Experience in marketing is particularly useful at this time
- Ability to use own initiative and work unsupervised
- Basic computer skills including Word & Excel
- Good communication skills. Interest in the charity sector

What are the goals and objectives?

- To effectively work with the charity Founders and Board of Trustees to promote our vision and mission
- Contribute to the smooth operation of the administrative process
- Assist the team with those activities listed above

How much time should I offer?

- The role requires a minimum of 3 hours per week.

Is there an induction and training?

- You will receive a Childhood Cancer Charity Volunteer Induction when you start
- We will provide any further specialist training you need to complete the role, as required

What ongoing support/guidance will there be?

- You will be supported by the CCC Board of Trustees, with regular catch up meetings. They will be available to answer questions you may have about your role.
- Relevant training provided.
- Opportunities to meet and network with staff and fellow volunteers during the year.

What days of the week/time of day would you need me?

- You would need to be available during office hours – exact days are open to discussion/negotiation

Where will I be based?

- You will be based from home most of the time, traveling to meet fundraisers in your local area as needed



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Will I need my own transport?

- No

What are the benefits to me?

The benefits this role offers include:

- Meeting and working with new people
- Developing administrative skills
- Helping people effected by Childhood Cancer

What are the benefits to people who are supported by The Childhood Cancer Charity?

Your volunteering with us means that:

- We will reach people affected by childhood cancer, who may otherwise not have been able to access support or advice in their local area
- You will help us reach key contacts, ensuring that we achieve the highest profile possible for our brand and through that deliver vital income

Will my expenses be paid?

- We offer to pay volunteers' "out-of-pocket" expenses within agreed guidelines. We have a Volunteers Expenses Policy which you are welcome to look through before starting your placement.

What's the next step?

- To find out more, please contact the team at info@childhoodcancercharity.org, and we will be happy to discuss the role in more detail with you and answer any questions you may have.