



World Cancer  
Research Fund

### VOLUNTEER ROLE DESCRIPTION

Role Title:	Fundraising Volunteer
Reporting To:	Senior Fundraising Manager
Team/Department:	Fundraising
Location:	World Cancer Research Fund (WCRF UK), 22 Bedford Square, London WC1B 3HH
Hours:	21 hours (3 days per week ) 9am - 5pm
Duration:	3 - 6 months

#### **Background:**

World Cancer Research Fund (WCRF UK) is the principal charity in the UK dedicated to the prevention of cancer. We fund cutting edge scientific research and provide people with the information they need to reduce their cancer risk.

#### **Purpose of the Role:**

To support the work of the fundraising team, in particular events, corporate and trust fundraising.

#### **Duties and Responsibilities:**

- Identifying and researching into new potential corporate partners
- Supporting our electronics recycling scheme
- Researching and approaching suitable Trusts and Statutory fundraising bodies for fundraising.
- Helping to manage regular fundraising events
- Researching new sporting and challenge events that we could develop
- Working closely with supporters, assisting them with their own fundraising events
- General office administration

## Volunteer Personal Specification

This Person Specification describes the attributes which are likely to be needed for the role and includes personal skills and qualities, experience, specific skills and knowledge.

Criteria
<p><b>Personal Skills &amp; Qualities</b></p> <p>Ability to:</p> <ul style="list-style-type: none"><li>• Organise and plan own work, meet deadlines and be proactive in seeking out tasks</li><li>• Focus on a task to complete it to the required high standards paying particular attention to detail</li><li>• Work well and build relationships, communicate with people at different levels verbally and in writing</li><li>• Work independently and manage own workload</li></ul> <p><b>Relevant Experience</b></p> <ul style="list-style-type: none"><li>• Experience of Fundraising/events in a personal or professional capacity</li><li>• Experience of researching using various methods</li><li>• Experience of using Microsoft packages and databases at a basic level</li><li>• Experience of Data entry</li></ul> <p><b>Specific Knowledge</b></p> <ul style="list-style-type: none"><li>• Fundraising and events management</li><li>• Research methods</li></ul>