

# Volunteer Role Description

## Office Merchandise Volunteer



### *Why do we need your help?*

Our team of Office Merchandise Volunteers are absolutely vital to the smooth running of all of our fundraising and awareness events. Office Merchandise Volunteers work behind the scenes ensuring that all merchandise, from running vests to greetings cards, are delivered on time and with care.

### **What will I be doing?**

You may get involved in any or all of the following:

- Packing and sending merchandise orders for our supporters and fundraisers
- Putting together our campaign information packs to go to schools and healthcare professionals
- Putting together 'Brainy Bag' packs for children diagnosed with brain tumours who are going in to hospital

### **What skills/experience do I need?**

- Great communication skills
- Organisation and reliability
- Attention to detail
- Able to work autonomously and as part of a team
- Able to take instruction
- Good at time-keeping

### **How much of my time would you like?**

We are looking for a volunteer to support us for a regular weekly shift of at least two hours on a Thursday, between the hours of 9am-2pm.

### **How will I be trained and supported?**

- You will receive a full induction to The Brain Tumour Charity and to your role
- You will receive regular support and supervision with a designated volunteer supervisor
- You will be given any equipment necessary to carry out your role

### **What can I gain from volunteering with you?**

- Utilising your existing skills as well as developing and learning new ones
- Experience working in our busy, friendly office
- Making a valuable contribution to the lives of those affected by brain tumours

### **Where will I be based?**

At our office in Farnborough, Hampshire

### **How do I apply?**

Contact the Volunteer Development Manager on 01252 237818

Or email: [volunteering@thebraintumourcharity.org](mailto:volunteering@thebraintumourcharity.org)

Or write to: The Brain Tumour Charity, Hartshead House, 61-65 Victoria Road, Farnborough, GU14 7PA

### *Brain tumours in the UK: the facts*

- Brain tumours are the biggest cancer killer of children and adults under 40
- Over 9,365 people are diagnosed with a primary brain tumour each year
- 500 children and teenagers are diagnosed with a brain tumour each year

The Brain Tumour Charity is at the forefront of the fight to defeat brain tumours and is the only national charity making a difference every day to the lives of people with a brain tumour and their families. We fund pioneering research to increase survival, raise awareness of the symptoms and effects of brain tumours and provide support for everyone affected to improve quality of life.