

# Office Volunteer

Jo's is a small team who always welcome help in the office. This will be an opportunity for you to support our core work across different departments within the charity.

## What is the role of an Office volunteer?

Tasks will include:

- Helping with fulfilling our information material orders which includes putting together packs of our information and sending them out to our contacts using our postroom
- Creating information packs for GPs
- Helping with short term projects in the Health Information and Engagement, Communication, and Fundraising departments
- Supporting marketing and promotion of information and education materials
- Occasionally contact health care professionals or companies on our behalf by telephone and email, allowing us to grow our networks
- Basic internet research to allow us to better target our audience
- For those who can commit to a regular volunteer slot we have some medium term projects that can be done over a few months.

## What skills and attributes do office volunteers need to have?

- Committed and enthusiastic in supporting Jo's Cervical Cancer Trust
- Ability to multi task
- Good organisational skills
- Positive attitude

## How much time do you need to commit?

You can give as much or as little time as you can commit to. Although ideally we are looking for someone who can commit to at least 6 months. However we are very flexible and so you can choose which days and hours are best for you between 9am to 5pm Monday to Friday.

*Any time you can spare is much appreciated and will make a positive impact on our work.*

## We offer:

We value our volunteers and the time they give up to volunteer for us. We can offer you:

- Reimbursement of agreed expenses, travel and lunch
- Experience of working in the voluntary sector
- Training opportunities
- Standard reference
- Skills for your CV including basic administration
- Strengthen your university application

## Ready to volunteer?

Please fill in our online volunteer form so we know more about you and what you're interested in. Please do ring us on 020 3096 8100 or email us at [volunteer@jostrust.org.uk](mailto:volunteer@jostrust.org.uk) if you have any questions.