



Admin volunteer

Why we need you

Cancer Research UK need confident and well-organised individuals to support the smooth running of our administration processes for our first ever night-time walking marathon, Shine.

What will you be doing ?

- You may be asked to:
- Follow procedures for those who may have lost their participant numbers
- Deal with general enquiries about the event and Cancer Research UK
- Deal with any welfare issues that may arise
- Register and direct other volunteers
- Be responsible for checking belongings in and out of cloakrooms
- Assist with clearing away the administration area at the end of the event

What skills do you need ?

- Great interpersonal and communication skills
- Practical skills
- A willingness to work as part of a team
- Enthusiasm and a pro-active attitude
- A flexible approach

How much time do you need to commit ?

As Shine is a night-time event we require individuals to choose shift times to suit their availability. Please note due to health and safety regulations and for your welfare we recommend that you do not register for consecutive shifts.

For this role the following shift times are available:

Saturday 17th April: 17.00 - Midnight

Sunday 18th April: Midnight – 06.00

Sunday 18th April: 06.00 – Midday

What support will you be given ?

You will be contacted before the event to discuss any queries and you will receive a full briefing about the role on arrival. A team leader will brief, guide, support and work closely with you at the event.

What are the benefits ?

The satisfaction of knowing that you are making a valuable contribution to Cancer Research UK

- The enjoyment of meeting new people within your community and being a part of our local team
- The opportunity to develop communication and event fundraising skills
- Experience working with one of the UK's leading charities on a brand new event

How to sign up

To sign up, simply fill in our online registration form at <http://shine.cancerresearchuk.org/volunteer> and enter your details.

