**VOLUNTARY POST – Volunteer Admin supporting Volunteer Co-Ordinator**

IRO 8 hours a week - evenings and weekends may be required on occasions.

Mainly office base, may be required to visit other FACT premises, attend events and meetings in the community.

The Volunteer Admin will support the Volunteer Co-Ordinator with admin tasks. It is a rewarding role that ultimately helps FACT to support people and families affected by cancer across the north east.

**Skills and tasks:**

* Advertise volunteer opportunities
* Process applications
* Keep volunteer records relating to volunteer hours, activity, events, training.
* Support volunteers and other team members with varied administrative tasks
* Assist with organising events, campaigns, fundraising and community activities.
* Organising volunteer rotas
* Ensure regular and efficient communication with volunteers
* Strong time management skills and ability to prioritise various tasks
* Successful enforcement of deadlines
* Proficiency in Microsoft Teams
* Proficiency in Social Media
* Full driving license and access to own vehicle
* DBS cleared
* Willing to undergo training ( eg First Aid, Lifting and Handling, Fire warden, Food handling etc)

Contact [info@fact-cancersupport.co.uk](mailto:info@fact-cancersupport.co.uk) if you need any more information, or fill in our online application form at [Volunteer — FACT Cancer Support (fact-cancersupport.co.uk)](https://fact-cancersupport.co.uk/volunteer) stating it is for this role.