

Volunteering Opportunity

Community Development Volunteer – Clubs & Community Groups

Our core mission is to improve the lives of anyone affected by cancer, including those with a diagnosis, carers, family members and bereaved relatives, by enhancing emotional, psychological, and physical well-being. The Mulberry Centre is a charity and relies on funding to support people through their cancer journey from diagnosis, through treatment and then post-discharge. We help them to start rebuilding their lives and promote self-management and we also support carers and family members to deal with these changes. We do this by providing counselling, complementary therapies, wellbeing classes, and supporting information, tailored to the needs of our users at, and around, our purpose-built centre in Isleworth. Our services are free of charge, but donations are always welcome.

We are looking for a community development volunteer to build and maintain excellent relationships with local clubs and community group contacts (in the boroughs of Hounslow, Richmond, and Ealing) to raise awareness of The Mulberry Centre and the services we provide, and to encourage them to raise financial and non-financial support of our work. This volunteering opportunity is ideal for someone with an interest in clubs and community groups, who likes to meet new people, is confident making contact and giving presentation talks, and who would like some experience of community engagement, marketing and/or fundraising.

Main Duties

- Work with our Fundraising and Communications Lead, to grow awareness and support from local clubs and community groups.
- Contact local clubs and community groups who have supported us in the past.
- Research and make contacts with local clubs and community groups we have not previously been in touch with.
- Record all contacts and communications on the database.
- Prepare and make presentations with agreed key messages and information.
- Provide up-to-date and accurate information to local clubs and community groups on the work of The Mulberry Centre and opportunities for them to get involved and support our work (via phone calls, letters, sharing our newsletter, talks and presentations).
- Maintain contact with local clubs and community groups with existing links, ensuring they hear from us at least twice a year.
- Assisting with general administration.
- Any other duties appropriate for the role and adhering to The Mulberry Centre's policies.

Volunteer Skills Specification:

- Ability to gain and share knowledge of what The Mulberry Centre offers to people affected by cancer (You will be updated regularly by receiving The Mulberry Centre newsletter and other updates).
- Good communication and presentation skills, and confident speaking in public to a range of people, including young people.
- Ability to work unsupervised and on own initiative within an agreed brief.
- The ability to access clubs and community groups in the area at least two times a year.
- The ability to record your activity and provide written evidence of what you have done.
- Confident and able to work as part of a team.
- Able to be responsive to requests for help for events (e.g., clubs and community group meetings and talks)
- Good organisational and time management skills.
- IT literate.
- Enthusiastic about the work of The Mulberry Centre and the difference donations make to our work.
- Keen to raise awareness of The Mulberry Centre and able to articulate and inspire people to support us.

For external advert also include:

Support and Education

- All volunteers will be provided with a thorough induction of the work of The Mulberry Centre, its procedures and relevant policies for your volunteer role.
- Regular updates on organisation activities and training available.
- The Mulberry Centre will do its best to assist your volunteering role with us. This will include IT systems training, support, advice and guidance from the Mulberry Macmillan Volunteer Lead (MMVL)
- There will be an initial 3 month, then annual, review.
- Expenses are paid for travel by public transport or personal vehicle up to a limit of 30 miles per day.
- Feedback on the income generated through your efforts.

Next Steps

- Complete the online application form.
- If your application is successful, we will invite you along to an informal Interview.
- If you are accepted as a volunteer, we will contact your two referees.
- All volunteers must attend an Induction at the start of their volunteering and are encouraged to access training specific to their role.

Further information: Email: volunteer@themulberrycentre.co.uk

Responsible to: Fundraising and Communications Lead