

## Community Engagement Volunteer

Our mission is to provide information and support for anyone affected by cancer, offering practical ways of enhancing physical, psychological, and emotional wellbeing.

The Mulberry Centre is an award-winning charity which relies heavily on donations from individuals and organisations 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. We also support carers and family members to deal with these changes and bereaved relatives. 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.

**This role aims to support The Mulberry Centre by delivering leaflets and other printed information (as directed by the Centre's Community Engagement Lead) to designated locations within the local community. The intention behind this is to raise awareness within the local community of the existence of, and how to access, the support services provided by The Mulberry Centre. There is also the opportunity to take part in event helpdesks or talks within the community.**

### Time Commitment – Flexible

### Main Duties

- Checking your assigned location to monitor their supply of our literature.
- Delivering replacement literature where needed.
- Recording locations where you have been and what has been left.
- Seek out suitable new locations on your patch to display information.
- Record details and feedback any organisations which may value presentations and workshops.
- If desired, holding or assisting with The Mulberry Centre information and cancer awareness desks.
- If desired, raising awareness through talks at specified venues and community events.
- Any other suitable related tasks and duties that maybe set by the Community Engagement Lead.

### Volunteer Specification

- Ability to acquire knowledge of what The Mulberry Centre offers to people affected by cancer. You will be updated regularly by receiving our newsletter and other updates from the Community Engagement Lead.
- Good communication skills.
- Ability to work unsupervised.
- The ability to travel to and access specific locations in your patch as directed by the Community Engagement Lead.
- The ability to use your initiative to identify other suitable locations in your patch.
- The ability to record your activity and provide written evidence of what you have done.

### Support and Training

- You will be provided with an induction covering the objective of the role, the work of The Mulberry Centre, and its procedures and policies relevant for your volunteering role.
- We will do our best to assist your volunteering role with us. This will include evaluation sessions and keeping you updated with all the relevant information on what support The Mulberry Centre offers.
- There will be an initial 3 months, then annual review with your Lead.
- Expenses are reimbursed for travel incurred to carry out your volunteering duties. The reimbursement of any other 'out of pocket' expenses is subject to prior approval by your Lead.

### **Next Steps**

- All applicants will be asked to complete a Volunteer Application Form and confidentiality agreement and provide two referees.
- Candidates with the appropriate experience/skills for the role for which they have applied will be interviewed by the Lead associated to the role.
- References will be taken up on successful candidates.
- All new volunteers will be given role specific induction/training by their Lead and the Mulberry Macmillan Volunteer Lead will provide general induction to the Centre, the general handbook and relevant information pertaining to policies and procedures, and will be asked to sign the Volunteer Agreement, confirming their commitment to the Centre.
- Subject to satisfactory references, and completion of documentation an individual may start volunteering and a review will be carried out by their Lead after three months.
- Short-term volunteers providing support on an ad-hoc basis are not required to go through all the recruitment procedures unless they start volunteering on a more regular basis or their hours increase beyond 5 hours a month.

**Further information:** E-mail: [volunteer@themulberrycentre.co.uk](mailto:volunteer@themulberrycentre.co.uk)

**Responsible to:** Community Engagement Lead