

VOLUNTEER WITH YOUNG LIVES VS CANCER



Role Title: People Team Support

Why we need you

As part of our ongoing efforts to improve and streamline our operational People processes and administration, we're looking for a volunteer to join the People Team, ideally based in the Bristol area, where you will have the opportunity to contribute from our Bristol office. This role will provide crucial support in reviewing, organising and updating People documentation and records while offering the opportunity to develop valuable experience and skills, especially for an individual seeking to pursue a career within People/ HR.

This role isn't simply typical administrative responsibilities; it includes supporting teams with essential compliance-focused activities. As a volunteer, you will play a vital role in establishing and maintaining the integrity of our People operations. This is an exciting new opportunity, and we'd love to collaborate with you to shape its development.

What's the purpose of the role

The Volunteer will:

- Support our journey to improve the efficiency and accuracy of people-related processes relating to data.
- Ensure we operate compliantly through secure and organised management of confidential documents, reinforcing compliance and safeguarding ways of working.

What will you be doing

The Volunteer will assist with various People activity, including:

- Being a critical eye in reviewing and updating existing people-related processes and documentation to maintain and increase compliance and accuracy.
- Managing and documenting confidential and sensitive mail delivered for the People Team at the Bristol office; this can include Criminal Record Certificates, Access to Work information as well as Deduction of Payment Orders from the Department for Work and Pensions (DWP).
- Ensuring compliance with data protection regulations when dealing with sensitive information.

- Supporting the HR Coordinators with general people-related tasks that contribute to organisational efficiency.
- Assisting with aspects of our recent SharePoint migration, ensuring documents are properly organised, categorised, and maintained in line with best practices.
- Supporting the People Team with the new ways of working in relation to GDPR admin, ensuring historic records are updated, cleansed and compliant with data protection requirements.

What we'll give you

In return for their time and dedication, the volunteer will gain:

- Hands-on experience of working as part of a professional People Team in a charity setting.
- Exposure to people-related processes, compliance requirements, and best practices.
- Skills development in administrative tasks, document management, and handling confidential data.
- An opportunity to enhance your CV and build your network of connections with People professionals internally as well as on LinkedIn.
- Training on people-related systems, such as HRIS and ATS.
- Basic employment law and statutory compliance knowledge.
- Experience in data analysis.
- Professional development support, including coaching and career mentoring.
- A reference with confirmation of experience upon completion of the role.
- You will have the support of a dedicated volunteer manager while you volunteer in a friendly and inclusive workplace that is committed to your wellbeing and professional growth.
- We'll cover any agreed out-of-pocket expenses in line with our Volunteer Expenses Policy.

Your availability

Ideally, you are in the Bristol area as it would make it easier for you to volunteer with us at our Bristol office, although we can discuss this. We'd like you to join the team for up to 12 months, with the possibility of extending it further. However, we are flexible and open to chat about how much time you can commit to the role. Your enthusiasm and expertise are important to us, and we appreciate your insights into what will be needed.

Young Lives vs Cancer is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

younglivesvscancer.org.uk

Registered charity number 1107328 and registered in Scotland (SC039857)

Location

This role is primarily remote, with the option of making use of our Bristol office.

If you'll need a criminal record check

No, however we will require 2 reference checks and a criminal record declaration.

How to Apply

If you are interested in applying for the role, please go to [our website](#).

For an informal chat about this role, please contact:

Name: Daniel Jones (People Operations Manager)

Team: People & Culture

Email: daniel.jones@younglivesvscancer.org.uk

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