

# VOLUNTEER WITH YOUNG LIVES VS CANCER



## Role Title: Operations Volunteer

### Why we need you

We are looking for enthusiastic volunteers to join our busy Operations Team to support data processing and income recording for Young Lives vs Cancer.

As an Operations Volunteer, you will provide valuable administrative support, helping us with both regular tasks and specific projects. Retaining and growing our supporter community is vital to our sustainability. Your efforts will directly contribute to ensuring our supporters are properly thanked for their fundraising and donations. This is a rewarding opportunity to gain hands-on experience, build valuable skills, and make a real impact as part of a friendly, committed team. You'll be encouraged to get involved in areas that interest you most and will have the support to develop new skills in a positive, welcoming environment.

### What will you be doing

As a volunteer may assist with a variety of Operations activities, including:

- General administrative tasks including data entry and formatting.
- Recording income using our CRM database.
- Processing and amending Gift Aid declarations and sponsorship forms.
- Logging post and archiving items for financial record-keeping.
- Progressing Income Operations Project work as needed.
- Preparing data for thank you letters and emails to be sent to supporters.

### What skills or experience you'll need

- Be organised, methodical, and have a keenness to learn new processes
- Have good communication skills, both written and verbal, to connect well with others
- Some familiarity with Microsoft Office is useful but we will provide all the training and support you need to feel confident and comfortable in the role

## What we'll give you

In return for your time and dedication, you will have the opportunity to:

- Gain hands-on experience within a driven and ambitious charity environment, working alongside a high-performing Operations Team
- Develop and enhance valuable skills through meaningful, varied activities aligned with your interests and passions
- Expand your professional network and boost your CV by connecting with Operations professionals
- Receive ongoing support from a dedicated volunteer manager in a friendly, inclusive workplace that values your wellbeing and growth

## Your availability

We would like you to commit to volunteering 6 or more hours per week onsite during our office hours (9am to 5 pm), so you can collaborate with our team in a supportive environment.

## Expenses

Agreed out-of-pocket expenses will be reimbursed in line with our Volunteer Expenses Policy.

## Location

This role is primarily based at our Bristol Office (BS1 2NT). However, we're happy to discuss occasional volunteering from home if needed.

## If you need a criminal record check

No criminal record check is required. However, we will ask for two references (one character and one employer), 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:

Team: Supporter Engagement Team

Email: [iwanttovolunteer@younglivesvscancer.org.uk](mailto:iwanttovolunteer@younglivesvscancer.org.uk)

**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](https://www.younglivesvscancer.org.uk)**

Registered charity number 1107328 and registered in Scotland (SC039857)