Office/Home Admin Volunteer Welcome Pack

Thank you for registering as an Office/Home Admin Volunteer at Marie Curie. This welcome pack is designed to support you in your first few weeks as a volunteer, giving you some top tips to help you in your role. We can't wait for you to get started!

A big thank you

"Welcome to the Marie Curie community. Can I start by saying the biggest thank you to you for taking on your role as Office/Home Admin Volunteer at Marie Curie.

Volunteers play such an important part in our journey at Marie Curie, and we really wouldn't be able to achieve the great things we do without people like you. For that, can I take this opportunity to welcome you and promise you that we truly value the precious commodity you are offering, your time.

I really hope that you enjoy the role you are taking on and look forward to hearing all about the impact you are making in your local community for Marie Curie.

Thank you, and good luck. We couldn't achieve our ambitions without you."

Richard Scott, Head of National Volunteering



Your role and responsibilities

In your new role, you'll be helping our teams with a variety of admin tasks, either in one of our offices or at home. From telephone calls to updating our systems or sorting stock and counting money, this is a really varied role.

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Registered Office: One Embassy Gardens, 8 Viaduct Gardens, London, SW11 7BW.

Our top tips for getting started:

- Now is a good time to consider the times that you would like to come in to volunteer in your role if visiting the office. If you are doing your role from home, then it's also worth thinking about what time each week you would like to volunteer. This is something you will discuss further with your Volunteer Manager.
- If there are any particular skills that you have or are interested in developing, then do jot these down ready to discuss with your Volunteer Manager.

Key information for your role

- Each year, you'll be asked to complete your Volunteer Mandatory Training, which involves reading our training materials. This is just to ensure you are well equipped to undertake the role.
- As a volunteer, you are encouraged to claim any reasonable out of pocket expenses during the course of your volunteering. Your Volunteer Manager will go through this with you in your induction.

Key resources

Here are some resources that might come in useful for you in your role:

- **Fundraising Volunteer Resource Hub** – this is our online area for Fundraising Volunteers which contains lots of helpful information and all the forms you might come across whilst volunteering. There is also a role-specific section for Office/Home Admin Volunteers like you.
- You'll also receive any project-specific resources from your Volunteer Manager in due course.

Hear from one of our volunteers

"I have been a volunteer in this role since 2022. Volunteering has been an amazing opportunity to connect and share experiences with incredible individuals. At Marie Curie, respect and inclusion inspire me to support their wonderful mission and make a meaningful contribution to our community."

Enrique Mosquera, Fundraising Project Support Volunteer

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Next steps

In the coming weeks, we will be in contact to organise your induction with you. Your induction will go into more detail on your role to help you feel fully informed before starting.

Please reach out to your Volunteer Manager if you have any questions in the meantime. You can also contact the Fundraising Volunteering Team: **FRVolunteering@mariecurie.org.uk**.

We look forward to hearing about the impact you have in your local community for Marie Curie in the future. Thank you, and good luck!

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