

## Volunteering with Alzheimer's Research UK

# Office Volunteer

## (Community Fundraising team)

### Thank you!

Thank you for your interest in volunteering with Alzheimer's Research UK.

Alzheimer's Research UK is the UK's leading dementia research charity dedicated to making life-changing breakthroughs in diagnosis, prevention, treatment and cure. We are looking for volunteers to join us in the charity office to help maintain smooth operations as we invest in supporting our community fundraisers across the UK.

Our Community Fundraising Team works across the UK with individual supporters, community groups, small businesses, volunteers and those taking on challenges such as trekking and climbing. This rewarding, flexible role offers the chance to gain new experiences whilst learning more about the people who support us.

### What does an Office Volunteer do?

We're looking for somebody to assist the team with the following types of tasks:

- Calling supporters to ask for updates, wishing them luck with their events and thanking them for their fundraising.
- Helping to collate data research and data quality checks for the Community Team in their approaches to Community Groups.
- Support with ordering couriers and organisation of merchandise, leaflets and IT folders.
- Helping to think of new fundraising ideas and become involved in new projects.
- Participating in sending thank you letters and cards to our fantastic supporters.
- The chance to enjoy other tasks that build upon your skills, experience and interest in providing support to the Community Fundraising team; a full briefing will be supplied

### How much time will I have to commit?

Ideally, we are looking for someone who can commit to two shifts (6 hours) a week at our offices in Abington, just outside of Cambridge. This role can fit around any other commitments - we understand the need to be flexible and we will liaise with volunteers to create suitable arrangements.

### What are the personal benefits?

In return, as one of ARUK's fantastic office volunteers you'll benefit from:

- Becoming part of a movement that believes we can make breakthroughs possible.
- A warm welcome from us and some fantastic office experience.
- All the resources you might need to volunteer when you're with us.
- A full briefing at the start of your shifts; an induction process with training where relevant
- A key contact for all your queries before and during your volunteering.
- Developing knowledge of Community Fundraising in the charity sector to add to your CV.

You will also receive reimbursement of reasonable out-of-pocket expenses.

## What are we looking for?

Our office volunteers don't necessarily require specific prior experience, but ideally you'll have some of the following:

- An enjoyment of working with people and in teams.
- Good written and verbal communication skills.
- Experience of using Microsoft Word, Excel, PowerPoint and Databases.
- Honesty and reliability.
- Ability to represent the charity in a confident way
- An interest in Alzheimer's Research UK and the work that we do.

## Why volunteer with us?

Our volunteers tell us that volunteering is fun and rewarding, and it helps them meet new people and have new experiences. But most importantly, it's their way to help challenge the way people think about dementia. Many of our volunteers have been affected in one way or another by dementia. Often, they've cared for a friend or family member with dementia. Volunteering for Alzheimer's Research UK is their way of being part of the community whose mission is to bring about the first life-changing dementia treatment by 2025. When you volunteer with Alzheimer's Research UK, you're helping us make breakthroughs possible.

## Our promise to you

When you become an Alzheimer's Research UK volunteer, we'll always treat you with respect, consideration and appreciation. We'll listen to what you have to say and ask you what you think. We'll make sure you're always working in a friendly and encouraging atmosphere. And of course, your health, safety and welfare are our top priority. We'll be there to support you and make sure you know exactly what you're doing. To keep you up to date with what's happening in our volunteering community, we'll send you our regular newsletter and e-newsletters.

## What's the next step?

To apply, please fill in our online application form:  
[www.alzheimersresearchuk.org/volunteering/office-volunteers](http://www.alzheimersresearchuk.org/volunteering/office-volunteers)

If you have any general enquiries about this role please contact the Volunteering team by email [volunteer@alzheimersresearchuk.org](mailto:volunteer@alzheimersresearchuk.org) or telephone 0300 111 5 555. For further details visit our website: [www.alzheimersresearchuk.org/volunteer](http://www.alzheimersresearchuk.org/volunteer)