



Community Action Project

Administration/ Event Organising Volunteers

Community Action Partner

Christopher's Smile

Aim: Christopher's Smile has a vision for every child diagnosed with childhood cancer to not only survive but to reach adulthood enjoying a good quality of life. The charity funds medical research to find new treatments for childhood cancer.

Role: Roles are various ranging from administrative tasks, help with organising, advertising and running events as well as any marketing for the charity to help to raise the profile of what they are doing. An ability to be flexible and "lend a hand" where necessary is important as the work they do is not particularly "routine" and varies from week to week depending on what they are trying to achieve at the time

Training: No specific training is given, although the volunteer will be given a detailed brief about the charity and what is involved in Childhood Cancer research. Ideally volunteers will be computer literate and have a good telephone manner.

Location: 10 Ivy Drive, Lightwater, Surrey, GU18 5YZ

Times: The office is open 5 days sometimes more, per week so the volunteering opportunity is available from early morning (8am) until approx 5pm most days of the week. Volunteers will be able to negotiate working times with the Community Partner.

CRB: A CRB disclosure is required via the Community Action office.

Other: The charity does not have disabled access, due to being run from a residential home.

Application: All volunteers must be registered as Community Action volunteers. To do so, visit <http://www.rhul.ac.uk/services/volunteering/register.html>

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