**Role: Volunteer Retail Engagement Officers**

## The Sussex Cancer Fund

We work together with the NHS to help make life better for cancer patients in Sussex – providing equipment and services that make a tangible difference for patients who are often on a difficult and stressful journey. We also selectively fund and enable Sussex-based cancer research programs that contribute to the understanding of cancers and improved outcomes for patients.

## Volunteer Retail Engagement Officers – 2 hours a week per location

We are looking for volunteers in Eastbourne, Chichester, Worthing, Brighton, Haywards Heath & Hastings to help manage our presence in the retail environment. Engagement officers will work closely with the volunteer Co-ordinator to find opportunities to hold Awareness Days/’Bucket Shakes’ at retail premises in Sussex. They will also be responsible for co-ordinating the distribution and collection of collection tins.

## Why volunteer:

Many volunteers tell us that volunteering and fundraising for SCF has given them a greater sense of purpose

## Volunteering Role Responsibilities:

You will reach out to local businesses such as Garden Centres & Supermarkets to arrange a calendar of awareness days to help promote the work of the Sussex Cancer Fund and help with fundraising. You will attend these awareness/’bucket shake’ days but work directly with the Volunteer Co-ordinator to organise additional staffing for the events.

You will also coordinate the regular collection and replacement of SCF donation boxes within the local area and liaise with the Volunteer co-ordinator/other volunteers to inform them which boxes need collecting. You will also need to maintain our database, input current and new locations, report stolen or broken boxes, research new locations to distribute boxes and inform the Marketing Manager.

## Skills Required:

This role would suit someone self-motivated, has a confident manner and has experience of dealing with the public face-to-face. Experience using Excel spreadsheets or databases would be beneficial, however, we can provide training if necessary. You’ll need to be reliable, an excellent communicator, have a friendly and enthusiastic personality and be committed to helping. Being a car driver will help you in this role.

## Training:

Role-relevant training and cash-handling training will be given before the start date. There is also the opportunity to attend our volunteer training programme.

On-going support will be available throughout your time at Sussex Cancer Fund.

## Benefits/What you’ll get:

• Working within a team as well as independently.

• The opportunity to meet new people and have fun.

• Gain experience in the charity sector.

• Opportunities to volunteer at other fundraising or on-site events for Sussex Cancer Fund

• Volunteer social events

## Closing Date: 15th January 2024

## Application Process:

Please send your applications through to Joanna Godden at [uhsussex.scfadministrator@nhs.net](mailto:uhsussex.scfadministrator@nhs.net) or call 01273 664930. Once your application has been received it will be reviewed, you may then be invited in for an informal interview.

Your references will be checked and you will need to complete the online DBS application before bringing the relevant documents in to be checked.