

Cancer Support Project – Admin Volunteer

In the Cancer Support Project, known as the Macmillan project we work with people diagnosed with cancer. They may have increased living costs - for example heating bills increase due to longer time spent indoors because of their health, or they need medical equipment that cannot be provided on the NHS, or their travel costs increase as they are travelling to and from hospital appointments. Our cancer support project, the Macmillan team, supports such clients to maximise their income via benefit advice.

An admin volunteer would support the advisors by organising client information sent from the referring NHS Trusts – University Hospitals Coventry and Warwickshire, and South Warwickshire.

Volunteer Role

What does a Cancer Support Project Admin Volunteer do?

- Provide assistance to the Macmillan Case Officer and Advisors by updating the spreadsheet with any incoming email referrals from the hospitals.
- Look through email hospital referrals, check attachments
- Update client information on the spreadsheet
- Create folders on SharePoint
- Put electronic files in folders

What qualities do we look for?

- Passionate about helping people
- Logical and methodical with a natural inclination to detail
- Working knowledge of Office 365, particularly One Drive, Sharepoint, Excel and Outlook and a willingness to learn new systems as required.
- The understanding or the willingness to learn what the forms from the hospital mean – for example an SR1 form.

Time commitment

Half a day. This role can be done from home.