



Administrative Support - London

Why do we need you?

Our Benefits and Welfare Rights Advisor is snowed under. He needs some help managing and archiving the files for our welfare advice service.

What will I be doing?

Your role will be to support the Benefits and Welfare Rights Advisor with administrative support by archiving past paper files onto the computer so that they can be stored electronically rather than in paper format. This will mean that your role will involve scanning manual files through the photocopier to the Advisor's email and then shredding these files afterwards.

What skills and attributes do I need?

For this role you will ideally be able to operate a photocopier / scanner machine and a shredder as well as having good organisational skills.

How much time do I need to commit?

This may need at least 30 to 35 hours

What support will I be given?

We'll show you how to manage the task and offer support when required.

What benefits can I expect?

- The satisfaction of knowing that you are making a valuable contribution to Maggie's Cancer Care Centres across the UK
- The enjoyment of meeting new people
- Maggie's volunteers do not receive any payment for their work but are able to claim expenses so they are not out of pocket. For example, volunteers can claim previously agreed travel expenses and, if devoting a full day to the charity, the cost of a sandwich lunch.

Where will I be based?

Maggie's London Centre

Contact details

If you are interested in volunteering in this capacity, please contact:

Pippi Reader
Maggie's London
Charing Cross Hospital
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London, W6 8RF
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