Volunteer with Maggie’s

Maggie’s provides free practical, emotional and social support for people with cancer and their families and friends, offering a programme of support that has been shown to strengthen physical and emotional wellbeing. Built in the grounds of NHS hospitals, our Centres are designed by leading architects to be warm, welcoming and full of light and open space. They are places to find practical advice about benefits and eating well; places where qualified experts provide emotional support; places to meet other people or simply sit quietly with a cup of tea.

Volunteers are crucial to Maggie’s. Every year we provide support to people with cancer from 18 Centres across the UK. Maggie’s now welcomes almost 183,000 people through our doors each year. A Maggie’s Centre can have 100 visits a day. Our volunteers raise millions every year to maintain the unique Maggie’s Centres; meet and greet visitors to our Centres; raise awareness of Maggie’s in their local community and many other roles besides. Everyone who joins the Maggie’s team – whether they’re working at one of our Centres, raising funds or volunteering – helps people as they experience life-changing events, which is why Maggie’s is such an extraordinary organisation to support.

If you have some time to give and are looking to make a real difference, meet new people and gain new skills to complement your own then please get in touch.

Maggie’s Glasgow Office
Fundraising Admin Volunteers

It takes approximately £500,000 per year to enable each Maggie’s Centre to continue to provide free practical, emotional and social support to people with cancer and their families and friends. Each Maggie’s Centre has a Fundraising Team whose role is to maximise the income generated in support of the local Centre. We need Fundraising Admin Volunteers who will work with the local Fundraising Team and undertake a range of administration roles specified by the team.

Location:

You will be based in our Glasgow Office, The Gatehouse, 10 Dumbarton Road, Glasgow, G11 6PA.

Time Commitment:

- Ideally 3-4 hours per day, two days per week. This can be split over 2 or 3 people so please do get in touch even if you can only spare one day (am or pm) a week.

We would like to hear from you if have:

- Energy
- Hardworking ethos
- Enthusiasm
- Basic I.T. skills
- Good communication and organisational skills
- Ability to follow instructions, work accurately and with attention to detail
- A willingness to work as part of a team

What will I be doing?

- Searching for and, when necessary, creating records for donors on our database.
- Counting and administering income from Maggie’s collection cans.
- Making up fundraising packs for supporters, in line with organisational needs.
- Assisting with stock control of fundraising materials which can at times include lifting heavy boxes.
We’ll offer you:

- Induction, on-going support from a dedicated member of staff.
- Regular updates on other volunteering opportunities and the difference your support is making.
- You will also receive training relevant to your role, including training on the organisation’s database, ThankQ.

What benefits can I expect?

- The satisfaction of knowing that you are making a valuable contribution to Maggie’s Centres
- 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.
- A reference will be provided upon request

How to get involved:

Complete our application form for this role and return it by post or email to:

Enquiries@maggiescentres.org

Or

Maggies Centres
The Gatehouse
10 Dumbarton Rd
Glasgow
G11 6PA

We will then contact you to arrange a short informal interview.

Any questions?

If you would like to discuss this volunteering opportunity before you complete the application form please call 0300 123 1801 and ask to speak to Leah or Jill. Alternatively you can email leah.smith@maggiescentres.org saying that you are interested in the Fundraising Admin Volunteer role.