

Volunteer Role Description

Database Volunteer



Why do we need your help?

Our Charity database is a vital part of how we support and communicate with our Charity supporters. The Brain Tumour Charity are looking for volunteers who can help with database administrative tasks, including data entry and tidying data records, to help us to be more efficient with the communication and support that we provide.

What will I be doing?

You can get involved in any or all of the following, we will match your skills, experience and interests to the tasks available:

- Database entry
- Identifying database duplicates
- Merging duplicate accounts
- Creating account hierarchies
- Tidying up account data
- Identifying account contacts and affiliated contacts
- Mass exports and uploads to database

What skills/experience do I need?

- Salesforce experience would be desirable
- Database entry experience
- Confident computer skills with working knowledge of Microsoft Programmes
- Analytical skills
- Technical aptitude
- Great communication skills
- Organisation and reliability
- Attention to detail
- Proactive attitude
- Able to work autonomously and as part of a team

How much of my time would you like?

We ask our office-based volunteers for a regular weekly commitment of at least two hours per week. This is usually between the hours of 10am-5pm, Monday – Friday.

How will I be trained and supported?

- You will receive a full induction to The Brain Tumour Charity and to your role here as well as in-house training on the use of our database
- You will receive regular support and supervision
- You will be given any equipment necessary to carry out your role
- Use of specific online learning resources
- Role-specific training

What can I gain from volunteering with you?

- Experience of using Salesforce
- Analytical and organisational skills
- The satisfaction of knowing that you are making a valuable contribution to the lives of those affected by brain tumours
- Utilising your existing skills as well as developing and learning new ones
- Experience working in our busy, friendly office

Where will I be based?

At our office in Farnborough, Hampshire

How do I apply?

Brain tumours in the UK: the facts

- Brain tumours are the biggest cancer killer of children and adults under 40
- Over 9,365 people are diagnosed with a primary brain tumour each year
- 500 children and teenagers are diagnosed with a brain tumour each year

The Brain Tumour Charity is at the forefront of the fight to defeat brain tumours and is the only national charity making a difference every day to the lives of people with a brain tumour and their families. We fund pioneering research to increase survival, raise awareness of the symptoms and effects of brain tumours and provide support for everyone affected to improve quality of life.

Contact the Volunteer Programme Coordinator on 01252 413162

Or email volunteering@thebraintumourcharity.org

Or write to: The Brain Tumour Charity, Hartshead House, 61-65 Victoria Road, Farnborough, GU14 7PA

Closing date: 7th April 2017