

Volunteer Role Description

Volunteer Role Title: Volunteer Researcher

Department: Fundraising

Responsible to: Volunteering manager – Ian Corpuz

Email: Volunteering@DKMS.org.uk

Telephone: 020 8747 5657

Location: **Remote**

About us

DKMS is a charity dedicated to the fight against blood cancer and blood disorders. We raise awareness, recruit blood stem cell donors to the register and raise funds to help give more people with blood cancer a second chance of life.

We also support patients from day one of their diagnosis, as well as their families and friends who often wish to organise events to encourage more people to join the register. This is a really positive way to get involved, and help to rally community support and provide hope at a time when it's so needed.

About the role

Support the Communications and Engagement team with research in the following areas:

Organisations DKMS can approach to organise Donor Drives

Collate relevant data, on points of contact of companies, businesses, charities, sports clubs and community associations that DKMS can approach to undertake donor drives and/or work in partnership with patient appeals and other departments within DKMS such as fundraising.

Research on Corporates that DKMS can approach to support Fundraising activities

Research on points of contact of companies, businesses in the area and support the fundraising team with updating planning strategies with Corporate fundraising and support with admin duties within the fundraising team. Collate relevant data on Trusts and Foundations, that DKMS can approach, support with the application process with gathering evidence and data internally within our stakeholders and data capturing for monitoring. (Guidance will be provided)

We're looking for someone passionate about fighting blood cancer and blood disorders, to join with us to:

- Undertake research of contact of companies, businesses, charities, sports clubs, community associations and places of worship and other groups that DKMS can approach to organise Donor recruitment drives (guidance will be provided)
- Creating a dashboard/ directory to capture data within organisations approached.

- Contacting organisations in upcoming events/networking meetings taking place that DKMS can attend to increase awareness and build partnerships.
- Supporting with ad-hoc tasks to support the charity when necessary

Minimum Time Commitment

Volunteers will ideally commit to 1 number of days a week between 4 – 5 hours. The placement will ideally last for a minimum 3 of months. Hours are flexible and negotiable to suit the volunteer.

Skills/Experience

- Able to use the internet to conduct research
- Basic working knowledge of Excel, Powerpoint, Word and Excel
- Access to a laptop and WIFI
- Basic knowledge of Fundraising (desirable)

What you can expect from DKMS

We'll be here to support you in your role and will provide you with

- Comprehensive training and support from the DKMS team
- Material to support your voluntary activities
- Recognition of your work and achievements
- An opportunity to feedback on your experience and shape the future development of the program
- A professional reference from an international charity (after 3 months with us)
- Lunch and travel expenses reimbursed when certain criteria are met when volunteering.

Other Benefits

You will develop and sharpen many skills including:

- Researching
- Use of Excel, PowerPoint and Word
- Accurately recording data
- Presenting data in a variety of formats
- Succinctly and clearly summarising results of your research, with both written and spoken summaries
- Develop skills in social media
- Gain experience in the charity sector

Find out more

If you would like to know more about the role before applying please contact us on 020 8747 5657 or email: volunteering@dkms.org.uk