

We need you.

Get involved today!

Solving problems, changing lives –
making society fairer



Volunteer Macmillan Project Administrator – Worthing

Role Purpose

We are looking for volunteers to help provide our service in your local community.

Do you have spare time to offer support to our case working team to deliver specialist advice by providing client service and screening incoming cases.

This role will give you excellent opportunity to progress further to become a volunteer adviser.

As a Macmillan project Administrator, you will:

- Provide a point of contact and initial support and advice for clients
- Assess client's needs and triage referrals according to available emergency funds
- Build and accurate, factual and clear client profile , record case records in our database
- Ensure case management systems are up to date
- Undertake and complete training identified to meet the competency of the role.



in West Sussex
North South East

As a Macmillan project Administrator, you need to:

- Have natural ability to care and emphasise and understanding of working with vulnerable client group from a diverse range of backgrounds.
- Be able to assess client's needs and listen actively to understand their issue and appropriate next steps for signposting.
- Excellent communication skills both in writing and verbally
- Excellent organisation skills, with attention to detail.
- Excellent IT skills, able to independently use a range of applications, software and Microsoft office.

Other Information

You may need to work from home and/or from our Worthing office, supported by our case working team.

You will need your own IT equipment and access to Wi-Fi for digital training. There will also be training on the job by specialist staff members.

We ask our Macmillan Project Administrator to volunteer for at least 1 day a week, this may be split into half days. This is a long term volunteer role that requires a minimum of 12 month commitment.

We pride ourselves on having a diverse workforce and welcome all applications from people with all range of abilities for the skills that they bring.

If you are interested please email **volunteer@westsussexcab.org.uk** for more information about our roles and application process. Alternatively you can apply via our website: **www.advicewestsussex.org.uk/volunteering**