

Volunteer role description and skills profile

Role title: Human Resources – Learning & Development Volunteer

Why do you need me?

- To assist with a number of general HR – L&D administrative functions and other ad-hoc duties as required

What activities will/could I be involved in?

- Answering to staff queries regarding the training programme
- Booking delegates onto courses
- Inputting training data HR Database
- Use email to send out communications
- Assisting with set up and set down of any courses happening on the day
- Photocopying of training manuals, handouts for courses
- Filing on personal files

Is there an induction and training?

- You will receive a departmental induction when you join together with an introduction to our HR Database and IT systems
- You will have access to our online learning resources.

What ongoing support/guidance will there be?

- Assistance and basic training will be provided
- You will be updated on the success of the team and will feel part of the HR function.
- All members of the HR team will be available to assist with any queries or support that you require within the day to day requirements or tasks, together with regular updates with your coordinator.

What skills and abilities will I need to have?

- Administrative experience is essential together with IT Literacy.
- Clear and accurate written communication skills.
- Aware of confidentiality requirements due to the nature of the role.
- Database experience (desirable)
- Some exposure to Human Resources, or a demonstrable interest, is preferred but not essential.

What are the objectives?

- To ensure HR- L&D provides an excellent service to Macmillan staff
- To assist HR – L&D team with their functional duties

How much time should I offer?

- 1, 2 or 3 days per week.

What days of the week/time of day would you need me?

- you would need to be available during office hours
- **Guidance:** We can be flexible for the volunteer(s) to work hours that suit them within Macmillan's normal working hours of 9am-5pm Monday to Thursday

Where will I be based?

- You will be helping within the HR Department at our UKO office, based in Vauxhall, London

Will I need my own transport?

- No

What are the benefits to me?

- The benefits this role offers include:
 - Building upon your administrative experience and with exposure to HR / HRD Administration.
 - Meeting and working with new people
 - Learning new skills
 - Assisting the charity to support people affected by cancer.

What are the benefits to people who are supported by Macmillan Cancer Support?

- Your volunteering with us means that:
 - Assist with Macmillan's Human Resources infrastructure that supports the organisation to continue to meet its charitable aims and objectives.

Will my expenses be paid?

- We offer to pay volunteers' "out-of-pocket" travel expenses within agreed guidelines.

What's the next step?

- To find out more, please contact me, Tiphaine Desreumaux, HR Coordinator – Learning & Development, Macmillan Cancer Support, 89 Albert Embankment, London SE1 7UQ.