

Outreach Resource Volunteer

at **Macmillan@WestLothian Cancer Information & Support Service**

About this opportunity: Macmillan @ West Lothian offers information and support to anyone affected by cancer. We stock many of the publications produced by Macmillan Cancer Support and it's really important to make sure that we have sufficient leaflets and booklets available at our drop in services. We need volunteers to help us to do this by looking after our resources. Ensure sufficient resources are available at Macmillan information and support service venues and outreach locations within West Lothian by:

- Carrying out stock checks at our venues when the service is closed
- Updating Excel spreadsheet
- Ordering stock from Macmillan website
- Distributing resources to venues
- Setting up monthly awareness displays
- Replenishing and tidying resources
- Engaging with partners and members of the public on-site
- Referring queries to a member of staff
- Adhering to policies regarding client confidentiality, data security and protection of vulnerable groups
- Attending volunteer team meetings and ongoing training

Work Type: | **Client Group:**

Required Skills and Expertise: • Open, warm and friendly manner • Good organisational, communication and IT skills • Non judgemental • Awareness of own limitations and boundaries • Commitment to the role • Willingness and commitment to undertake necessary training • Willingness to travel across West Lothian (travel expenses reimbursed)

Restriction details: none

Travel details: Various venues within West Lothian | **Age range:** 21.0 - 100.0 | **Expenses Paid:** Yes

When can I volunteer?

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Morning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Organisation contact:

Rosie Bunce
rosie.bunce@westlothian.gov.uk

Contact the TSI:

James Penman
vsg@vsgwl.org
01506-650111

About **Macmillan@WestLothian Cancer Information & Support Service** |

This project provides information and support around the non-clinical aspects of living with and beyond cancer. We provide anyone affected by cancer (including patients, family members, carers and friends): -A network of drop in centres located within libraries and partnership centres across West Lothian, staffed by trained volunteers with time to listen to service users and address individual needs identified. -A welcoming and comfortable environment within local communities -High quality, accurate and appropriate information,

along with signposting and referral to specialist partner organisations where appropriate. Macmillan @ West Lothian Cancer Information and Support Service is a partnership between Macmillan Cancer Support and West Lothian Council. The service is funded by Macmillan and delivered by West Lothian Council

Ref: VO78191 | Status: Published