

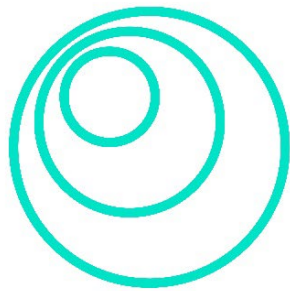
Sarcoma UK
The bone & soft tissue
cancer charity

Application Pack

Involvement and Volunteer Coordinator



June 2025



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Dear Candidate

Post: Involvement and Volunteer Coordinator

Thank you for your interest in this position. To apply, please complete the application form and equal opportunities form, and email to jobs@sarcoma.org.uk. CVs won't be considered.

The closing date for applications is **Sunday 6th July 2025 (5pm)**. Interviews will be held **week commencing 14th July 2025** at Sarcoma UK offices, 1 St John's Lane, London, EC1M 4AR.

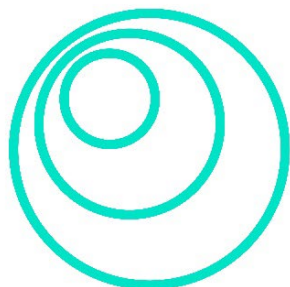
We take every step to make our recruitment process as accessible as possible for applicants. If you require any reasonable adjustments for any part of the interview or application process, please specify in the application form.

Information about our work is available on our website: www.sarcoma.org.uk and through our social media channels. If you have any questions regarding this post, please contact jobs@sarcoma.org.uk.

I hope that you will consider applying for this exciting and important role at Sarcoma UK, joining us in our work to transform the landscape for sarcoma.

Yours sincerely

Richard Davidson – Chief Executive



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What is sarcoma?



Sarcomas are uncommon cancers that can develop anywhere in the body, including the muscle, bone, tendons, blood vessels and fatty tissues.



15 people are diagnosed with sarcoma every day in the UK.



There are around 100 different subtypes of known sarcoma.



A key symptom of sarcoma is a lump that is increasing in size, often quickly.

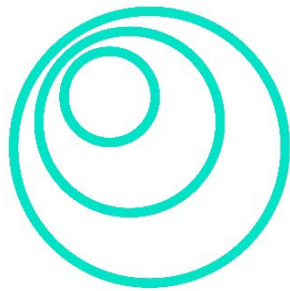
Sarcoma UK is a national charity that funds vital research, offers support for anyone affected by sarcoma cancer and campaigns for better treatments.

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sarcoma.org.uk



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ABOUT SARCOMA UK

Sarcoma UK is the only cancer charity in the UK focusing on all types of sarcoma.

Our vision

Where everyone affected by sarcoma cancer has the treatment, care and support they need.

Our long-term vision

All people with sarcoma will be diagnosed earlier, have better experiences and live longer lives with less long-term effects.

Our mission

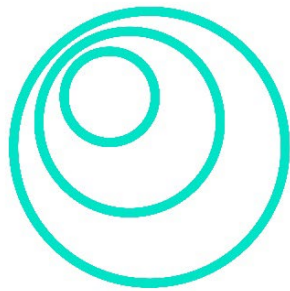
To ensure everyone affected by sarcoma receives the best treatment, care, information and support available and to create the treatments of the future.

What we do

- Drive awareness of sarcoma cancer.
- Find answers through funding sarcoma research.
- Provide information and support to anyone affected by sarcoma cancer.
- Campaign for better treatments and to improve standards of care.

Our goals

- More people will survive sarcoma.
- More will be known about the causes of sarcoma.
- Everyone affected by sarcoma will have access to the best treatment and care.



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OUR VALUES



PIONEERING

We are leading the way to a better future for the sarcoma community

- We are bold in our ambitions to maximise our impact
- We are innovative and dynamic in our approach
- We push boundaries in helping to transform the lives of everyone affected by sarcoma

- We support, encourage and learn from each other in our shared ambitions
- We connect and collaborate with others to achieve the best possible impact
- We bring everyone with us to achieve our goals

TOGETHER

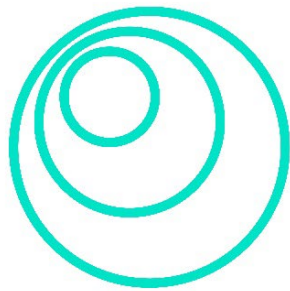
We are creating a community to make a difference for all those affected by sarcoma



EXPERT

We use our expertise in understanding sarcoma to deliver better outcomes

- We collaborate with the best in the sarcoma community and beyond
- We amplify the voice of experience and gather evidence to make a difference
- Our professionalism is at the heart of what we do



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Equality, Diversity and Inclusion Statement

Sarcoma can affect anyone. That's why we fund vital research, campaign for better treatments and offer support for everyone.

We know that we have more work to do to make Sarcoma UK more representative of all the people affected by sarcoma. That's why we want to hear from you whatever your gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, disability status, economic background or any other aspect which makes you unique.

Being part of Sarcoma UK means that your uniqueness will help bring about a world where fewer people are affected by sarcoma.

And that's a win for everyone.



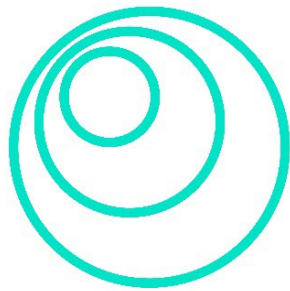
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Involvement and Volunteer Coordinator

Sarcoma UK exists to support everyone affected by sarcoma and to ensure their voices shape everything we do. As we prepare to launch our new five-year strategy, this pivotal role will help embed lived experience at the heart of our work.

We are growing our existing Involvement Programme to ensure patients, families, and supporters are meaningfully involved across all areas of Sarcoma UK's work. As Involvement and Volunteer Coordinator, you will lead the development of our volunteering and involvement infrastructure creating impactful opportunities that inform our services, drive engagement, and raise awareness of sarcoma.

Reporting to the HR and Governance Manager, you'll work collaboratively across all internal teams and externally with people affected by sarcoma and their support networks. This is a unique opportunity to shape how we involve our community, build capacity, and deliver on our strategic goals.



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Job Description

Involvement and Volunteer Coordinator

Salary: £31,000 p.a.

Hours: Full Time (37.5 hours per week)

Location: Sarcoma UK's offices (Farringdon, London) and home.

Reports to: HR and Governance Manager

Benefits:

- Flexible working options including hybrid working
- Pension with 5% employer contribution
- 25 days holiday entitlement per annum plus bank holidays and the working days between Christmas and New Year
- Additional day off for your birthday
- Volunteering day per year
- Enhanced sick, maternity and adoption pay
- Sarcoma UK Life Insurance Scheme
- Health and wellbeing:
 - Health Cash Plan
 - Therapy sessions
 - Wellbeing Group
 - Team activities throughout the year
- Interest-free season ticket and bicycle loan

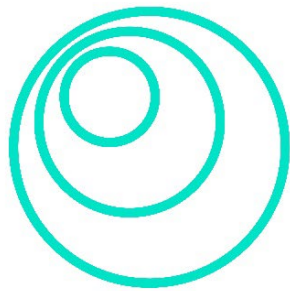
Job purpose

As our Involvement and Volunteer Coordinator, you will lead the development of a sustainable programme that enables people affected by sarcoma to play an active role in shaping our work. You will design and implement systems to recruit, train, and support volunteers across all areas of Sarcoma UK, ensuring that lived experience is embedded in our services, campaigns, and decision-making processes.

Duties and key responsibilities

Involving people affected by sarcoma

- Strengthen and support our existing Involvement Network, keeping members engaged and informed.



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- Facilitate a variety of inclusive involvement opportunities for people affected by sarcoma, reflecting diverse capacities, interests, and abilities, and ensuring these align with our Equality, Diversity, and Inclusion (EDI) framework.
- Recruit, induct, and train new Involvement Network members, promoting the network through Sarcoma UK's communication channels.
- Develop systems to capture meaningful feedback and measure the impact of involvement activities.
- Collaborate with colleagues within Sarcoma UK to create and facilitate meaningful involvement opportunities that engage people with lived experience in our work, ensuring these opportunities are inclusive, accessible, and aligned with our strategic goals
- Champion the voice of patients and families across Sarcoma UK's work.
- Produce and distribute a regular involvement newsletter to communicate opportunities, updates, and information about the work of Sarcoma UK.

Volunteer Management

- Develop and implement a volunteering programme aligned with Sarcoma UK's organisational objectives.
- Design and maintain efficient systems for the recruitment, screening, induction, and support of volunteers.
- Act as the initial point of contact for volunteer recruitment and onboarding, before handing over management to the relevant staff member (e.g. fundraising event organiser or project lead) depending on the role.
- Define clear volunteer roles and pathways that deliver impact and reflect volunteer motivations and interests.
- Plan and deliver engaging training for volunteers based on role requirements.
- Maintain accurate volunteer records using our database (Raiser's Edge NXT).
- Develop and manage volunteer policies, procedures, and risk assessments.
- Ensure compliance with volunteering regulations and best practice.
- Monitor, evaluate and report on the impact of volunteering initiatives.
- Administer volunteer expenses and coordinate recognition within agreed budgets.

General

- Support cross-organisational projects that involve people affected by sarcoma.
- Attend Sarcoma UK events and contribute to the wider work of Sarcoma UK.



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- Travel occasionally to meetings and events. Occasional evening or weekend work may be required (time off in lieu will be given).
- Work flexibly and collaboratively in a dynamic environment, undertaking other duties as required to support the wider operations of Sarcoma UK.

Person Specification

	Essential	Desirable
Education, Training, Qualifications	A good standard of general education, including a high level of proficiency in English and maths.	
Experience / Knowledge	<p>Experience with consultation methods involving patients and the public, such as surveys, focus groups, or interviews.</p> <p>Experience of patient and public involvement in work programmes.</p> <p>Experience in volunteer management.</p> <p>Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook) and use of databases.</p>	<p>Awareness of cancer patient experience.</p> <p>Familiarity with Raiser's Edge NXT or similar databases.</p> <p>Familiarity with principles for Equality, Diversity, and Inclusion (EDI) in involvement and volunteering work.</p> <p>Experience of developing or contributing to a volunteer strategy or programme.</p>
Skills and abilities	<p>Confidence in evaluating the impact of volunteer and involvement activity and using findings to improve future work.</p> <p>Ability to act as an advocate for patient and public voice within an organisation.</p>	



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	<p>Highly organised with strong planning and project management skills.</p> <p>Excellent communication skills, both written and verbal, across varied audiences (e.g., patients, families, professionals).</p> <p>Ability to work independently and collaboratively in a team.</p>	
Other	<p>Commitment to improving the lives of people affected by sarcoma.</p> <p>Alignment with Sarcoma UK's values and strategic objectives.</p> <p>Commitment to best practice and professional integrity.</p> <p>Willingness to promote and uphold equality, diversity, and inclusion across all areas of work.</p>	