



## Information for applicants applying for the post of Volunteer Coordinator

### The Role

We are seeking an enthusiastic Volunteer Coordinator to join our team and play a crucial role in enhancing our communications, supporter care, and fundraising efforts. Prostate Scotland is dedicated to actively informing, supporting, and advancing initiatives related to prostate cancer and disease across Scotland. As our Volunteer Coordinator, you will be instrumental in nurturing our volunteer community and shaping our volunteer program for greater impact.

### This role will involve:

- Managing volunteer recruitment strategies and handling inquiries.
- Facilitating orientation and onboarding processes for new volunteers, ensuring compliance with Prostate Scotland policies.
- Engaging volunteers in organizational activities to foster a positive volunteer experience.
- Providing supervision, guidance, and ongoing support to volunteers.
- Developing and delivering training programs, including virtual sessions.
- Implementing effective strategies to recognize and appreciate volunteer contributions.
- Maintaining accurate records, managing budgets, and preparing reports on volunteer activities.
- Collaborating closely with team members to meet both volunteer and organizational needs effectively.

In this role, your strong people skills will be pivotal in collaborating with local fundraisers and supporters to bolster Prostate Scotland's fundraising efforts across communities and events throughout Scotland. You will also represent Prostate Scotland at local fundraising and supporter events, further enhancing our outreach and engagement.

We require candidates with strong administrative, IT, and digital skills. While prior knowledge of prostate cancer and disease is advantageous, training will be provided, as necessary. Occasional travel within Scotland may be required. This position reports to the Head of Operations and Delivery and is initially available on a one-year contract.



## **About Prostate Scotland**

*Established in 2006, Prostate Scotland is a Scottish charity dedicated to raising awareness of prostate disease, supporting men and their families/partners with advice and information, and advancing treatment and research in this critical area. We are registered at Princes Exchange, 1 Earl Grey St, Edinburgh EH3 9EE, Scottish Charity No. SC037494, Company No. SC306268.*

*Prostate Scotland is a dynamic and friendly charity with a strong commitment to combating prostate cancer and disease, which profoundly impacts men and their families across Scotland. The statistics highlight the urgency of our mission:*

- *Prostate disease affects one in two men at some stage in their lives.*
- *One in ten men is likely to develop prostate cancer.*
- *Prostate cancer is the most prevalent cancer among men in Scotland.*
- *Over the past two decades, the survival rate for prostate cancer has doubled, and we strive to further improve outcomes.*

*Our Board comprises nine trustees, including individuals with personal experience of prostate disease and leading medical experts in Scotland's cancer field. With a dedicated team of ten staff, we are a growing organization determined to make a meaningful difference for men and their families affected by prostate disease.*

## **Achievements and Impact**

Prostate Scotland has garnered recognition for our impactful initiatives:

- Awarded Best Charitable Initiative in the 2009 Pfizer UK Excellence in Oncology Awards.
- Received a GSK Impact Award from the Kings Fund in 2010 for our contribution to community health.
- Recognized with the Best Public Sector Advert Award in the 2010 Scottish Advertising Awards.
- Honoured with two awards in the BMA Patient Information Awards in 2013 and 2015.
- Named Scottish Health Charity of the Year in 2017.

We have significantly narrowed information and support gaps across Scotland regarding prostate disease, particularly targeting men aged forty and older. Our initiatives include:

- A comprehensive, user-friendly website offering vital information for men and their families.
- Extensive awareness campaigns through various media channels across Scotland.
- The COMPASS project, providing crucial support services to men with prostate cancer and their families, including one-to-one support, specialized courses, and a dedicated mobile app.



### **Fundraising and Community Support**

Prostate Scotland relies heavily on voluntary funding (95%) from individuals, companies, and community groups. We are fortunate to have a dedicated support base across Scotland, engaging in diverse activities such as marathons, kiltwalks, social events, and fundraisers. Successful partnerships with organizations like the Scottish Freemasons and Rotary Clubs have further bolstered our efforts. We have also secured funding from the Scottish Government and the Farmer Foundation for our Information and Advice Project, along with support from various trusts. Our commitment is to allocate as much funding as possible directly to combating prostate disease.

### **Recent Leadership Development**

Recently, Prostate Scotland welcomed Alison Wright as our new CEO. With Alison's leadership, we look forward to embarking on an exciting journey ahead, enhancing our impact and expanding our reach in supporting men and their families affected by prostate disease.

### **Future Initiatives**

Looking ahead, we continue to innovate and expand our impact:

- Ongoing development of our award-winning interactive website to enhance accessibility.
- Expansion of workplace initiatives in collaboration with corporate partners like Standard Life.
- Undertaking research projects to better understand and address the needs of men with prostate cancer, including those living with catheters.

### **Summary**

Prostate Scotland offers a unique opportunity to join a small yet rapidly growing health charity dedicated to improving the lives of men with prostate cancer and disease. If you are passionate about making a difference and thrive in a dynamic environment, we invite you to join our team. Together, we can advance our mission to combat Scotland's most common cancer among men and contribute to their health and well-being.