



# VOLUNTEER STAMP APPEAL COORDINATOR



# ABOUT US

## THANK YOU FOR TAKING THE TIME TO FIND OUT ABOUT OUR VOLUNTEER VACANCY.

We're delighted that you are interested in working for the Bone Cancer Research Trust (BCRT). Included in this pack is a little background information about the organisation along with details of the job role. BCRT currently employs 33 members of staff, and we have a voluntary Trustee board of 15, based across the UK.

Our charity started in 2004, when a group of families who had lost children and young people to primary bone cancer (PBC) came together. They wanted to tackle head-on the fact that there was virtually no accessible bone cancer information, and practically no funding for research into this disease. In 2006, they registered the Bone Cancer Research Trust. Since then, we have become the leading charity dedicated to fighting primary bone cancer.

We are incredibly lucky to have a very active and highly engaged community of supporters. Through their support, we have significantly increased our income from c£680k in 2015 to over £4.6m in 2021. This increase has enabled us to fund more pioneering primary bone cancer research than any other organisation in the UK. And whilst our research is finding the cures of the future, our dedicated Support & Information Service is available for all patients and their families now, offering expert advice and support through treatment and beyond. Our awareness campaigns continue to raise the profile of primary bone cancer amongst the public and healthcare professionals throughout the UK and worldwide to improve disease understanding and speed of diagnosis.

It is a truly exciting time to be joining our award-winning team, as we have recently launched our 10 year strategic plan and you will play a pivotal role in its delivery. Directly informed by our supporters and stakeholders, our future ambitions will continue to drive improvements in patient survival and ensure patients are supported to find their 'new normal' after treatment.

If you are excited about joining our team, please read through this job pack to see if you have the right skills we are looking for.

We look forward to hearing from you.



With best wishes,

**Will Burchell**  
Chief Executive Officer

# ABOUT THE ROLE

The purpose of this role is to process the stamps which are sent by post to our office.

## KEY ACTIVITIES

- Opening the stamp donations received.
- Cutting the stamps to the recommended criteria set by Xchange Master.
- Sorting the stamps into UK and International Currency.
- Posting sorted and finished stamps on to Xchange Master.

### **This role is for you if:**

- You would like to volunteer but would like to be flexible with your time commitment.
- You would like to contribute to the work of BCRT.
- You would like to gain experience and knowledge of an office environment.

# ROLE DETAILS

Job title:	Stamp Appeal Coordinator
Reporting to:	Fundraising Assistant
Location:	10 Feast Field, Horsforth, Leeds, LS18 4TJ
Time Commitment:	We are looking for someone who can commit to between 3 and 8 hours per week (or fortnightly) on either a Tuesday or a Thursday daytime. However, we are flexible with this and please do get in touch if you are interested in this role but are not available on the above.



# HOW TO APPLY

Please apply via the Application Form on the Volunteering page on our website.

All applications will be treated in the strictest confidence.

If you have any further questions, please email [volunteer@bcrt.org.uk](mailto:volunteer@bcrt.org.uk)

10 Feast Field, Horsforth, Leeds LS18 4TJ

Visit: [bcrt.org.uk](http://bcrt.org.uk)

Call: 0113 258 5934

Email: [info@bcrt.org.uk](mailto:info@bcrt.org.uk)

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The Bone Cancer Research Trust is a Charitable Incorporated Organisation (CIO), registered at the Charity Commission with Charity Registration Number 1159590.