

little lifts

for people with breast cancer



little seeds Fundraising & Events Volunteer Role Description

What is littlelifts?

In the UK, 55,000 women will be diagnosed with breast cancer every year, and 350 men. Our mission is to support everyone who faces chemotherapy and/or radiotherapy treatment for breast cancer, by giving them a littlelifts box at the start of, or during, their treatment.

We support people undergoing chemotherapy and/or radiotherapy treatment for primary or secondary breast cancer by giving them a littlelifts box:

- In the East of England, our hospital partnerships ensure that every eligible person is reached.
- Elsewhere in the UK, people can apply to our 'little Kindness Fund' to access our support (our response to the pandemic).

We understand that every person's experience of breast cancer treatment is different. That's why littlelifts boxes are full of items carefully selected to provide practical support, as well as mood-boosting goodies to promote emotional wellbeing – but it isn't just what's inside the box that provides support. Recipients tell us that the sense of solidarity and kindness they experience is equally valuable.



We are an ambitious charity, and since our launch in November 2017 we have provided over **3000** littlelifts boxes to people affected by breast cancer. Despite these uncertain times, we are driven to support many more people with breast cancer in the years to come.

Please visit [our website](#) to find out more.

Who are we looking for?

We are looking for volunteers to join our incredible [littlelifts community](#). You need to be passionate about supporting people with breast cancer, meticulous, reliable and thorough in your tasks. We need good communicators, self-motivated and enthusiastic individuals who take initiative and have interest in event management. We are a small charity so we need a volunteer who is a team player as well as being able to work independently.

This role will be home based, but there may be times when you need to visit littlelifts HQ in Bowthorpe. We are looking for a volunteer to support us for a minimum of 4 hours a month. Hours will increase leading up to events as required. When restrictions allow we will aim to meet every other month in person and over zoom where needed.

Why volunteer for littlelifts?

By joining our littlelifts community as a volunteer, we will provide you with the following:

- The opportunity to support people with breast cancer through your volunteer role.
- Full induction and training into the charity and the tasks involved.
- Develop skills in event planning and fundraising to supporting our beneficiaries.
- An opportunity to get behind the scenes of a small but mighty charity.

Tasks

- To plan and organise 3rd party events to raise money for littlelifts with guidance from the Chair of the littleseeds Committee and the Volunteer, Events & Community Manager.
- To represent littlelifts and our beneficiaries to the wider community
- Researching new event ideas
- Requesting raffle/auction prizes for littleseeds events
- Research best practice for how to run the events with support from Chair/Events Manager
- Book and manage music acts, venues, professional companies, equipment rental and other things required to run successful events
- Manage the event budget
- Support/design an event and marketing plan to make the event as creative, exciting and well-attended as possible



- Set up and run the event
- The tasks above are not exclusive and may include additional duties as needed

Interested? We'd love to hear from you!

To apply for this role you will need to complete a short application form and provide details of two referees. Please contact Shopie Houghton-Hood, Volunteer, Events and Community Manager, for more information and to request an application form at volunteer@littlelifts.org.uk