

Calman Centre Assistant

About Cancer Support Scotland

Cancer Support Scotland first began 40 years ago, in the cosy living room of Sir Kenneth Calman. Now in our new home amidst the leafy grounds of Gartnavel Hospital, we've worked hard to make sure things don't feel a whole lot different. The Calman Centre was created as a safe space, helping everyone we support to feel at ease and in control. Where better then, than in a giant living room - where family and friends are welcome and the kettle is always on.

As Scotland's cancer charity, we have been the wellbeing champions for those affected by cancer for over 40 years – not only for those diagnosed, but their loved ones and carers too. We deliver high-quality counselling, complementary therapy, podiatry and stress management services to promote mental and physical wellbeing and to enable those affected by cancer to continue to live the most active life possible in their community.

About the Role

The aim of this role is to welcome guests to the Calman Centre, provide an introduction to Cancer Support Scotland and full details about all the services we offer.

What impact will I make?

A cancer diagnosis doesn't come on its own, it can bring with it many stresses and complications. At Cancer Support Scotland we exist to support the wellbeing of anyone affected by cancer. We want to ensure people have access to the support they need and as a Calman Centre Assistant you will give people crucial information about our services and other appropriate support that may be available.

What are the benefits of volunteering?

As a volunteer, in addition to making a real difference to people affected by cancer, there are many other benefits. These can vary for each individual but some of the main benefits are:

- Learning or developing skills to add to your CV
- Meeting new people and having fun
- Helping to make a real difference to people affected by cancer
- Becoming more connected in your local community
- Improved health and wellbeing

What ongoing support and training will I receive?

It's important to us that you feel happy, safe and confident in your role. You will receive a full induction to Cancer Support Scotland including a tour of the centre, information about the history of the charity, and a cancer awareness induction. You will also receive any necessary guidelines to assist you in your role. Once you start you will be supported by our Services Manager and Executive Assistant. You will have regular contact with our Services Manager and the opportunity to meet on a one to one basis to discuss your role and if you feel you need any further training.

What are the main tasks I will be involved with?

- Meeting with anyone new to the organisation face to face to explain more about Cancer Support Scotland and the services we provide.
- Making refreshments for guests.
- Advertising items from our shop and processing transactions.
- Keeping the Centre clean and tidy.
- Completing ad hoc admin tasks.



Is this the right volunteer role for me?

For this role we are looking for someone who is:

- Reliable
- Trustworthy
- Friendly and approachable
- Good listener
- Confident speaker
- Compassionate
- Impartial and non-judgemental
- Able to enthusiastically represent Cancer Support Scotland

Additional Information

For this role you will be required to be based at our Calman Centre, 75 Shelley Road, Glasgow G12 0ZE.

We will pay out of pocket travel expenses. Bus and train tickets fully reimbursed (keeping all receipts) and 45p per mile is paid if using car.

Next Step

If you are interested in applying for this role, contact our Executive Assistant on volunteer@cancersupportscotland.org or fill in our Volunteer Application Form, which can be found on Cancer Support Scotland's website under '[Apply Now](#)' in the Volunteer section.

