



Volunteer skills pack

Your personal reflection record

A helpful guide and place to log your objectives, learnings, skills and achievements from your time volunteering with us.



CANCER
RESEARCH
UK

Together we are
beating cancer

Welcome to Cancer Research UK

Thank you for choosing to join us as a Campaigns Ambassador. We're really excited to welcome you to our volunteer community.

Joining us as a volunteer means joining a movement of people passionate about beating cancer. Whether you're cheering people on at Race for Life, fundraising in your local community, pricing vintage handbags in one of our shops or campaigning for change, together, volunteers like you make our progress possible.

Volunteering with us also means meeting new people, gaining new experiences and learning valuable skills. This pack is designed to help you make the most of your time with us.



25,000

We have more than 25,000 volunteers supporting us – that's enough to fill the O2 Arena!

93%

of our volunteers believe they've influenced someone to support Cancer Research UK in the last year.

2 million

Collectively, our volunteers talk to more than two million people a year, helping to spread the word about our mission to beat cancer.

Contents

What is this pack for?	3
What will I be doing?	4
What will I learn?	6
Message from our head of public affairs and campaigning	7
Your ambitions and learning goals.....	8
Skills builder	9
Reflection record	11
CV builder	23
Self-assessment.....	24



What is this pack for?

We want to help you get the most out of your volunteering. This pack is a great place to keep track of your achievements and provides you with helpful tools to enhance your skills.

This pack includes:

- tips so that you can achieve your goals when volunteering with us
- a reflection record to document your experience and reflect on your progress
- a self-assessment section to recognise how far you've come

This pack will help you:

- identify what your volunteering journey means to you
- decide what you'd like to gain from this experience
- set clear goals for what you'd like to achieve
- agree on where we can support your ambitions
- record and evidence your progress

You can either type your responses directly into this document or print it out and complete it by hand.



Top tips for using this pack

It's best to complete this pack gradually, rather than in one go. As you move through your volunteering journey, keep revisiting it. It will help you to see how far you've progressed towards your goals. By the end, you'll have a bank of great experiences and examples.

- Refer back to your induction materials for a reminder of the key things you need to know.
- Talk with the Campaigns team and other Campaigns Ambassadors about your goals and how we can support you to get the most out of your volunteering experience.
- Be part of the Campaigns Ambassador community by joining our **[Ambassador Facebook Group](#)**.
- Check out our **[Ambassador Resource Hub](#)** for resources to help you develop your campaigning skills. Look out for our webinar learning sessions too.
- Share your feedback. We're keen to know what's going well and what could be improved. Email the Campaigns team at **campaigning@cancer.org.uk**

Happy volunteering!

What will I be doing?

As a Campaigns Ambassador, you'll support our policy work by building connections with your politicians and advocating to make change happen. From sharing your story to making your voice heard in Westminster, you'll be helping to bring about a world where everybody lives longer, better lives, free from the fear of cancer.

Our Campaigns Ambassadors are part of a community across the UK, and are a powerful force campaigning to keep cancer at the top of the political agenda. As part of your role, you'll undertake a range of activities to influence your politicians to help beat cancer.

Your most frequent campaign actions will be:

- writing to your local politicians
- meeting in person or online with your local politicians
- sharing our political campaign messages on social media
- feeding back local information to Cancer Research UK
- collecting petition signatures

You should expect to volunteer around one to two hours per month, or more if you have time!

Activities are flexible and are mostly done from home and locally. For more information on the Ambassador role, check out the [Campaigns Ambassador role description](#).



“

For me, beating cancer means more government support for early diagnosis and research. Volunteering for Cancer Research UK is inspirational and very informative. I feel supported in my role and would encourage others to join.”

Mercia, Campaigns Ambassador



“

I especially enjoy engaging my constituency MP. We've developed a great relationship even beyond campaigning – Helen has supported me in person with fundraising.

In our interactions (face to face, virtual or written), I generate awareness on key campaign issues, typically referencing local statistics and evidence-based research in combination with my personal experiences to gain specific commitments and calls to action.”

Gower, Campaigns Ambassador



What will I learn?

Volunteering is a great way to try something new, and all our volunteering roles provide opportunities to try new tasks, develop your skills and gain new ones.

While you're with us you may have the opportunity to...

learn about:

- campaigning
- how all four UK parliaments work
- how to share your story
- how politicians work and their different roles
- using social media as a campaign tool
- communicating with politicians
- motivating and inspiring others
- campaigning self-care and resilience
- talking about the cancer pathway (prevention, diagnosis and treatment)
- civil service and local and regional government
- coalition partners
- cancer and health inequalities
- cancer research and health systems

develop skills in:

- storytelling
- relationship building
- writing to and meeting politicians
- influencing
- written communication
- public speaking
- social media
- time management
- organisation
- decision making
- problem solving
- teamwork
- interacting with the media



Message from Shaun Walsh

Head of Public Affairs
and Campaigning



“

Thank you for your time, energy and voice in amplifying our policy and campaign calls to help drive the changes we know we need to improve cancer survival in this country.

You're uniquely positioned, brilliantly informed and part of a growing collective that can help influence your local and national politicians to act on behalf of people affected by cancer. Time and time again, I'm reminded of the passion, determination and intelligence of our Campaigns Ambassadors in helping to shape, inform and deliver campaign actions that make a difference. We can't do it without you.

Together we are beating cancer. ”



Your ambitions and learning goals



Now, let's think about you. Whether you want to learn something new or develop your existing skills, volunteering with Cancer Research UK gives you lots of new opportunities.

Use the next few activities to help you think about what you'd like to get out of your time with us and set specific goals for your development.

Things to think about

1. What do you want to achieve during your time with us?

2. What interests, skills or strengths do you have that you could learn more about through volunteering?

3. Is there anything you've heard about through Cancer Research UK that you'd like to explore further? (For example, other opportunities with Cancer Research UK)

Skill development

Volunteering can be a great way to gain valuable skills that will support you in the world of work.

Whether you realise it or not, you've been developing a range of skills throughout your whole life – from your time at school, college, university, previous employment or even just from life itself. Some jobs call for specialist qualifications, but employability skills are valuable in almost any job.

Volunteering with us could help you build your skills further.

Employability skills

Employability skills are key skills that you need for the world of work. By developing these, you could improve your chances of landing your dream job and thriving in your career.

Key skills employers look for include:

- relationship building
- influencing
- written communication
- public speaking
- understanding traditional, digital and social media
- time management and organisation
- decision making
- problem solving
- teamwork
- storytelling
- resilience

Skills builder



We've listed some of the key employability skills on the next page. If you want to learn or develop any skills that aren't listed, add them into a blank row.

Next, think of an example where you've used this skill before and write it in the box called 'Can I already demonstrate this skill?'. Don't worry if you can't think of any examples.

Now decide how confident you are about using that skill. Score yourself from 1 to 3 (1 the lowest, 3 the highest).

If you can easily think of an example from your existing experience and would rank yourself as quite or very confident, that's great – now, you just need to build on it, so tick the Develop box.

If you can't think of an example and would rank yourself as not at all confident in this area, then simply enter a score of 1 and tick the Learn box.

This exercise will give you a better idea of where you already have some knowledge and strengths and where we can help you.

There's a self-assessment form at the end of this pack. It asks you to compare your score for these skills now and after you've invested time improving on them, or are at the end of your time with us.

This will help you to track your progress and could be used to show potential employers the skills you've worked on.



Skill	Can I already demonstrate this skill? Can you think of your own example from previous experience?	How confident do I feel about this skill? Score yourself 1-3: 1. Not at all confident 2. Quite confident 3. Very confident	Develop: Tick this box if you already have some knowledge of this area and have scored yourself as a 2 or 3.	Learn: Tick if you've given yourself a score of 1 or don't feel you've developed this skill yet.
Relationship building				
Influencing				
Written communication				
Public speaking				
Media				
Time management and organisation				
Decision making				
Problem solving				
Teamwork				
Storytelling				
Resilience				
Any others...				

Reflection record



In this section you can record the key details of your learning and progress throughout your volunteering journey.

You can use this record to plan out what you hope to achieve during each campaign action and then to recognise your progress against your goals. Ask the Campaigns team for help if you need it.

Campaigning action (eg emailed my MP, spoke at an event)	Date and hours:	My learning goals:
What I did:		
Skills learned/used:	How I demonstrated this:	
My reflections on the campaigning action		
Something new I learned:		
Something I enjoyed:		
Something I found hard and need extra help with:		

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What I did:		
Skills learned/used:	How I demonstrated this:	
My reflections on the campaigning action		
Something new I learned:		
Something I enjoyed:		
Something I found hard and need extra help with:		

CV builder



Most employers will ask for evidence of your skills and accomplishments at application and interview stage for paid employment. This section is designed to help you think about examples that you can use both in your CV and when applying for jobs.

Take a moment to think about your achievements while volunteering with us that you can use for future interviews or applications. We've included an example for inspiration, but please make it your own.

1. What did you achieve?

eg Developed communication skills.

2. What was the situation?

eg Met with my MP to discuss early diagnosis.

3. What skills did you apply? How did you achieve this?

eg Written communication skills through writing to my MP, storytelling through sharing my story, and speaking persuasively through persuading my MP to support the campaign.

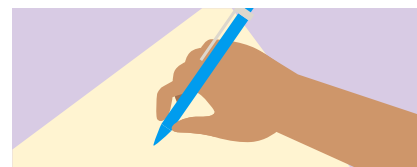
4. What was the outcome?

eg My MP supported the campaign.

5. Is there anything you'd do differently next time?

eg I'd follow up with my MP sooner afterwards.

Self-assessment



Once you've volunteered with us for some time, or your volunteering is coming to an end, here's space for you to review what you've learned and achieved.

You might remember that when you started your journey with us, you gave yourself a score out of three to show how confident you felt in each of the skills listed below. Now it's time to see how far you've come.

So, look back on page 10 to remind yourself how you rated your skills and confidence before, and take some time to reflect on how this has changed and developed because of your volunteering.

Skill	Before			After		
	Not confident	Quite confident	Very confident	Not confident	Quite confident	Very confident
How did I progress?						
Relationship building						
Influencing						
Written communication						
Public speaking						
Media						
Time management and organisation						
Decision making						
Problem solving						
Teamwork						
Storytelling						
Resilience						
Any others...						



Thank you

We hope your volunteering is rewarding, enjoyable and fun. Thank you so much for donating your time and skills to help bring about a world where everybody lives longer, better lives, free from the fear of cancer.

If you're finishing your time with us, don't forget that you can request a reference from the Campaigns team to evidence your development and achievements. Good luck with taking your skills into the wider world! We're always here if you want to get involved with volunteering again to further build your skills, help in your local community or have some fun.

If you're continuing your volunteering journey with us, this is a great chance to think about how you want to keep developing – are there any new tasks you'd like to try out in your role, or would you be keen to explore another area of our volunteer community and gain some new skills? Development is an ongoing process, and we want to make sure your time with us is rewarding. So, speak to the Campaigns team about the next stage of your journey with us and what you'd like to do next. Please contact campaigning@cancer.org.uk or phone us on **020 3469 8899**. We're available Monday to Friday between 9am and 5pm.

If you'd like to find out about other volunteer roles available at Cancer Research UK, please visit the [volunteering pages of our website](#).



**CANCER
RESEARCH
UK**

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beating cancer**

Cancer Research UK is a registered charity in England and Wales (1089464), Scotland (SC041666), the Isle of Man (1103) and Jersey (247)