



*Daniella Logun Foundation*  
Supporting Children & Young People  
diagnosed with brain tumours and their families

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## Volunteer Administrative Officer

This is an exciting new opportunity for a friendly administrative officer to volunteer with the Daniella Logun Foundation (DLF) based in Hillingdon, West London. We are looking for a flexible and hard-working volunteer who will support and organise our business and administrative processes in an efficient and timely manner.

### About the Role:

This role mainly involves strong business administration to support the charity and the co-founders. You will be expected to support the administration of our ongoing projects, processes and office activities within:

- Community development and awareness campaign programmes (Virtual & face-to-face)
- Local and regional stakeholder engagement and relationship management processes
- Advocacy and support offered to our children and their families to help navigate complex health & social care systems
- The delivery of our children's palliative care research and holistic wellbeing (emotional, spiritual & practical) service

### Key Responsibilities include:

- Coordinating & planning internal and external meetings – zoom and face to face
- Making telephone calls, writing emails, reporting and processing admin forms
- Supporting with fundraising, events, awareness campaigns and attending local events as required
- Supporting the co-founders and board of trustees with research and projects as required
- Supporting the planning and development of any additional support services as required

### Person Specification:

The ideal volunteer will have a demonstrable interest & commitment to making a difference in the community and enabling the growth of our charitable foundation.

### You will be:

Flexible | Self-motivated | Willing to Learn | Trustworthy | Organised | Proactive | Honest | Reliable | Committed | Emotionally resilient

### Key Skills:

Good timekeeping skills & ability to work deadlines | Ability to grasp new concepts quickly | Clear writing style with good O-level standard spelling and grammar skills | Attention to detail | IT Skills | Ability to build good relationships with clients.





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Ideally, you will be able to demonstrate:

- An understanding of and shared commitment to our vision, mission and goals
- Strong communication skills, reporting skills & an ability to work independently
- Previous experience working in administrative role or within a similar organisation
- Previous experience working with a diverse team of people (remotely and face-to-face) and within the new General Data Protection Rules
- **Desirable:** someone with strong administrative experience, volunteered in a new children's charity and has worked in a similar setting in Hillingdon.

### Support Offered:

- Full training & induction will be provided
- Due to the nature of the role and the training involved, we ask for a weekly commitment of **1 to 2 days** for an initial period of 6-12 months. Hours are negotiable
- Reasonable out-of-pocket expenses will be paid to cover reasonable out-of-pocket expenses

### How to Apply:



Please note that all applicants **must** be over 18 years old and should ideally hold a **valid DBS check**.

A H4ALL application form must be completed. Please note we require two references.

To obtain an application form:

- Visit [www.h4all.org.uk](http://www.h4all.org.uk) and download or print an application form
- Email [volunteerhub@h4all.org.uk](mailto:volunteerhub@h4all.org.uk) to request an application form to be sent to you by email or post
- Send your fully completed application form by:
- Email to [volunteerhub@h4all.org.uk](mailto:volunteerhub@h4all.org.uk)

OR

Post to H4All, Volunteer Development Team, Key House, 106 High Street, Yiewsley, UB7 9BQ

The Daniella Logun Foundation is a registered charity in England, Charity No. 1189746, a member of the National Council for Voluntary Organisations (NCVO) and a member of the Hillingdon Charity Sector Alliance/Partnership.

