Role:	Community Representative
Location:	Supporting members where you live
Time Commitment:	Flexible throughout the year to arrange 2-6 meetings a year

Overview of the Role:

As a Community Representative, you will be crucial in enabling members to meet face-to-face so they can build friendships and increase the support available to people in our community.

Key Responsibilities:

- Meet on a regular basis.
- Identify a suitable venue where people can meet, deciding on the date and time of any proposed meetings in your area.
- Notify the charity of any proposed meetings, giving three weeks' notice for the event to be advertised.
- Liaise with attendees, the venue and the charity so everyone has the information they need prior to the event.
- Ensuring attendees feel at ease and able to talk to others.
- Attend regular volunteer team meetings to keep up to date with charity developments and to get to know other volunteers.
- Report any concerns to the Volunteer Coordinator.
- Complete training as and when required.

Skills/Experience:

- Friendly nature and able to put people at ease.
- Good organisation skills.
- Good communication.
- An understanding of the difficulties people may be facing.
- Ability to work both independently and as part of a team.
- Personal empathy with Ocular Melanoma UK cause and a real commitment to its aims and objectives.
- Act within our stated values and comply with our policies and procedures.

What We Offer:

- A meaningful opportunity to influence change in a rare cancer community.
- Supportive induction and access to ongoing training and development.
- The chance to work with a skilled, compassionate, and collaborative board.
- Reimbursement of reasonable travel or meeting expenses.
- The satisfaction of knowing your time and expertise will improve lives.

Company Background:

We are a small, high-impact organisation governed by a passionate and professional board.

Our mission is to change the landscape for people with ocular melanoma cancers by uniting the wider community so that every person receives the support, information, and treatment they need to live well for longer. We do this by:

- Promoting and protecting the physical and mental health of people with ocular melanoma and their families in the United Kingdom through the provision of support, information, education and practical advice.

- Promoting research for the public benefit on the subject of ocular melanoma and to publish the useful results.

Ocular melanoma is the most common eye cancer in adults; with approximately 750 people a year diagnosed in the UK. It can be a terminal condition, but we are seeing improvements in the treatment people receive.

If you would like any further information before applying, please contact the volunteering team at volunteering@omuk.org with your telephone number.