



Volunteer Opportunities - Accenture

1) Upcoming Events

International Women's Day Event

Date: Friday 8th March 2019 **Location:** Newcastle University Business School **Time:** 3pm – 7pm

Activities: Registering guests, selling raffle tickets

Skills required: Customer service

COCO Golf Day

Date: Tuesday 11th June 2019 **Location:** Sleafy Hall **Time:** 8am – 3pm / 4pm – 11pm / all day

Activities: (AM) Registering golfers, selling fundraising games, (PM) setting up fundraising dinner, auction spotting

Skills required: Customer service, organisation and a smiley face!

COCO Ball

Date: Saturday 16th November 2019 **Location:** Grand Hotel Gosforth Park **Time:** 5pm – 11pm

Activities: Selling raffle tickets, auction spotting, helping with fundraising activities

Skills required: Customer service, organisation and a smiley face!

Post-Event Admin

Date: The next weekday following each event **Location:** COCO Office **Time:** Between 9am – 5.30pm

Activities: Adding new individuals to the COCO database, adding donations to individual's records on the COCO database, scanning Gift Aid declarations, event unloading

Skills required: IT proficiency, positive attitude towards data processing, some experience of using a CRM is desirable

COCO Office Admin

Date: TBC, as required **Location:** COCO Office **Time:** Between 9am – 5.30pm

Activities: Inputting data to the COCO database, calling COCO supporters, calling local businesses

Skills required: IT proficiency, confident with MS Excel, customer service, good telephone manner, some experience of using a CRM is desirable

2) Other Opportunities

There are plenty of ways to get involved with COCO and donate your time based on your interests. These can include and have included in the past: website development / social media / treks & challenges e.g. walk Hadrian's Wall or climb Kilimanjaro / running events e.g. the Great North Run / In Aid Of fundraisers / pro-bono consultancy / research projects / painting the COCO office / overseas volunteering in East Africa. Please get in touch with holly@coco.org.uk if you would like to discuss any of these further.

3) Testimonials

COCO Office Admin

Name	Gavin McClary
Date Volunteered	Wednesday 16 th May 2018
Location	COCO Office, 14 Blandford Square, NE1 4HZ
What did you do?	Contacted members of Coco mailing list to help sell/promote an upcoming charity dinner/event.
What skills did you use?	Basic IT skills such as working through/updating Excel spreadsheet and accessing customer records via custom database application.
What did you enjoy?	Nice and friendly office environment with lovely people passionate about the work they do. A change from the normal day to day work. An opportunity to help a local charity.
What didn't you enjoy?	The decaf coffee was dreadful! Haha (should have brought my own ;))

Post Event Admin

Name	Dominic Taylor
Date Volunteered	Friday 15 th June 2018
Location	COCO Office, 14 Blandford Square, NE1 4HZ
What did you do?	I volunteered the day after the Slaley Hall Golf day. This was a crucial time to volunteer due to the amount of administration that followed the event.
What skills did you use?	My main tasks for the day were: - Inputting new donors to their system which they had gained for the Slaley Hall event - Inputting the donations that were received against the new and existing donors. Communication and organisational skills were required The software was easy to navigate within.
What did you enjoy?	Holly give me training and support throughout the day which ensured that I completed this task seamlessly. Interesting office. Overall worked around 7.5 hours. A very rewarding day for a great cause.
What didn't you enjoy?	I would have liked to have a mix of activities rather than just the one.

COCO Celebrity Golf Day

Name	Róisín Plunkett
Date Volunteered	Thursday 28 th June 2018
Location	Slaley Hall
What did you do?	Registered the golfers, on-hand to offer support to fellow volunteers and answer any queries from attendees. Ensuring that they were aware of the schedule for the day and enjoying themselves.
What skills did you use?	Communication, time-management, organisation, team work
What did you enjoy?	Interacting with fellow volunteers who share the same passion and commitment to COCO and its vision and values.
What didn't you enjoy?	Can't say there was anything particularly - maybe the 6am start!

COCO Ball

Name	Jane Feenan
Date Volunteered	Saturday 11 th November 2017
Location	The Hilton Hotel, Gateshead
What did you do?	Attended the COCO Charity Ball. Sold gaming cards to guests, operated a stall of gift bags and prizes throughout the night, collected silent auction bids and was a bid spotter during the live auction.
What skills did you use?	<p>Communication and Teamwork: This was hugely important as everyone was aware of the job, they were given but also conscious of what others were doing to ensure the night ran smoothly and professionally.</p> <p>Individually: Whilst the evening was predominantly a team led one driven to a mutual goal of raising lots of money for charity, it was also important that you could work independently when given a job to do that only required one person.</p> <p>Confidence: Since working for COCO my confidence has developed massively, trying to get a group of your friends to donate money for something you do is one thing, but getting complete strangers to do this is even more difficult. The team and working environment at COCO is so brilliant I would definitely say I was confident in getting people together and involved in the activities we do.</p>
What did you enjoy?	Getting to meet all kinds of people, I am very much a people person and the team that you work within is so lovely and motivating. I have also thoroughly enjoyed networking with lots of people and guests from all walks of life that events like the COCO Ball bring.
What didn't you enjoy?	The thing I haven't enjoyed would be not actually being a guest at this event. It is such a fun event and I would love to attend as a guest sometime!