

Macmillan Cancer Support: Volunteer Role Description and skills profile

Role title: Fundraising Group Member

Why do you need me?

Our fundraising groups and committees are the local face of Macmillan, raising vital funds totalling more than £7.4 million annually and raising the profile of the charity so that we can reach more people affected by cancer.

In order to be able to provide everyone living with cancer with the help and support they need, we are asking for your skills and enthusiasm to help us grow our fundraising groups! We need people to join the Dorking group and make Macmillan the best known local charity!

What activities will I be involved in?

- Planning, organising and promoting fundraising events and collections with other group/committee members
- Attending group meetings
- Complying with legal requirements e.g. health & safety legislation for fundraising events and Macmillan's internal policies

Will I need my own transport?

- Not necessarily, but access to vehicle/good transport links may be helpful to attend meetings and events and also to transport fundraising merchandise and display materials as needed.

What skills and abilities will I need to have?

- Honest and reliable
- Team player
- An interest in cancer care and the services that Macmillan provides and an to represent Macmillan Cancer Support to members of the public
- Passion and enthusiasm

What are the goals?

- Raise awareness of and increase support for Macmillan in the local area

How much time should I offer?

- Flexible time commitment

What days of the week/time of day would you need me?

- Events and meetings could take place at any time during the day or week. They are generally organised to suit group members' availability.

Where will I be based?

- Meetings are generally held at a convenient location within the group's area of operation

What are the benefits to me?

- Meeting and working with new and inspiring people
- Developing your communications, fundraising, PR and organisational skills
- Adding to your CV
- Making a difference to your local community
- Improving the lives of people affected by cancer
- Having fun, sharing your enthusiasm and doing something new!

Is there an induction and training?

- You will be provided with guidance on fundraising, finance and health and safety
- You will be given an induction to help familiarise you with Macmillan's services nationally and locally, our national and local events, your local fundraising team and the current committee or fundraising group (if applicable)
- We can provide you with speaker training to give you confidence in presenting on behalf of Macmillan, guidance on media work and press releases, photography of events and in written communications and thanking supporters

What ongoing support/guidance will there be?

- Support from the other members of the fundraising group
- Support from your local Fundraising Manager and regional business manager e.g. guidance on fundraising, event organising, planning or finance
- Access to our 'www.be.macmillan' site where you can design posters, flyers and other promotional materials for your events, download information about Macmillan and order the Macmillan merchandise you need for your planned activities
- Fundraising merchandise/materials supplied as appropriate
- Opportunities to meet and network with staff and fellow volunteers during the year
- Updates on the success of the team as well as Macmillan's campaigns, events, achievements and future direction!

Will my expenses be paid?

- We pay volunteers' "out-of-pocket" expenses within agreed guidelines, but the group should look to cover the costs of your events from your own fundraising.

What's the next step?

Please go to the link below to apply and return your form to:

Cliare Teager
Macmillan Cancer Support
The Old Hop Kiln
Long Garden Walk
Farnham
Surrey
GU9 7HX

http://www.macmillan.org.uk/Documents/Support_Material/Get_involved/volunteering/volunteering_application.doc

For more information please contact Sue Tiplady: Tel: 01252 714818/ Email: stiplady@macmillan.org.uk

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