

VOLUNTEERING ROLE - OFFICE ADMINISTRATOR

Why do you need me

To assist and support the fundraising team with administration needs.

What activities can I be involved in?

- Compiling and preparing fundraising packs and mailings for events
- Updating supporter records on the in-house database
- Thanking supporters and donor care by letter, email or telephone
- Assisting with banking
- Collecting information for news releases and publicity
- Designing promotional materials such as posters and leaflets for events
- Researching event venues, local groups and fundraising opportunities.

What skills and abilities will I need to have?

- Good communication skills
- Able to work on own initiative
- Ability to work as part of a team
- Some experience with computers, including Word and ideally Excel
- An interest in charity or cancer care and the services that Macmillan provides

What are the goals?

- To provide administrative support for the fundraising team
- To assist the fundraising team in delivering excellent care and support to groups, businesses and individuals taking part in events for Macmillan.
- To help the fundraising team maximise fundraising potential within the local community

What days of the week/time do you need me?

We would like you to commit to at ½ or 1 day a week.

Where will I be based?

At our fundraising office in Warrington which is at: Macmillan Cancer Support, Newton House, Faraday Street, Birchwood Park, Warrington, WA3 6FW or our office in Carlisle, 1st Floor, Company House, Stephenson Road, Durranhill, Carlisle, Cumbria, CA1 3NX.

What are the benefits to me?

- Meeting and working with new people
- Learning new skills whilst having fun!
- Gain office and administrative skills
- Gain experience in charity sector and fundraising

What are the benefits to people who are supported by Macmillan Cancer Support?

- The fundraising team can focus their efforts on raising more money to provide services to support people affected by cancer
- The people you meet and interact with have a good impression of Macmillan and understand what we do
- We can reach more and more people helping us to achieve our ambition of reaching everyone affected by cancer by 2010
- Many of the people who support us have personal reasons for doing so; they want to raise money for our charity and your support will really mean a lot to them.

Is there an induction and training?

- You will be given relevant Macmillan materials and invited to attend the Macmillan Induction course to familiarise yourself with the work of the charity and the fundraising team
- We will provide any training you need to complete the role
- We will provide any training you need to complete the role e.g. access to Macmillan's e-learning programme and training on the in-house database system
- You will have full access to the team of experienced fundraisers who can answer any questions or concerns you may have.

What ongoing support/guidance will there be?

- Guidance and leadership from the local fundraising team
- The opportunity to meet other volunteers.

Will my expenses be paid?

We pay volunteers' "out-of-pocket" expenses within agreed guidelines. Please contact us if you would like further information on expenses.

What's the next step?

We need you to fill out a [volunteer application form \[pdf 40kb\]](#) and send it to:

Jane Millington, Macmillan Cancer Support, Suite 13, Newton House, Faraday Street, Birchwood Park, Warrington, WA3 6FW, telephone 01925 846740 email jmillington@macmillan.org.uk