

## **VOLUNTEERING ROLE – TRUST OFFICER**

### **Purpose of assignment:**

To gather relevant information about local trusts by telephone and present it to the Fundraising Manager in order to maximise income for Lancashire & Cumbria area. The volunteer officer may also be required to fill in trust application forms.

### **Support given:**

- Working to a specific list of Trusts which may be approached by Macmillan Cancer Support
- You will be guided by the Fundraising Manager and work alongside the local fundraising team.
- Training on telephones and computer processes will be given.

### **Skills/abilities required:**

- Self motivated with the ability to work to deadlines.
- Administrative skills – attention to detail essential.
- Good telephone manner with the ability to ask information-gathering questions.
- Some experience of computers would be helpful
- Good standard of literacy.

### **Objectives:**

- To successfully apply for grants from Trusts
- To achieve an annual budgeted figure
- To build a warm working relationship with trusts
- To provide trusts with information of Macmillan's services

### **Time required:**

During the set up period – 2/3 hours per week anytime during office hours at the volunteer's convenience. Thereafter 3 -4 hours per month.

### **Where will I be based?**

You will be helping at the fundraising office based in Warrington. Working from home with occasional hours spent in the fundraising office is also an option.

### **Will my expenses be paid?**

We offer to 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?**

To find out more, please contact me, Jane Millington on 01925 846740 or email on [jmillington@macmillan.org.uk](mailto:jmillington@macmillan.org.uk) or write expressing your interest and send c/o Jane Millington, Macmillan Cancer Support, Newton House, Faraday Street, Birchwood Park, Warrington, WA3 6FW.