

## Macmillan Cancer Support: Volunteer Role Description and skills profile

### Role title: **Macmillan Representative**

#### Why do you need me?

Macmillan's ambition is to reach everyone affected by cancer who wants or needs us by 2010. At the moment we are only reaching half of these people and we need your help to grow. As a Macmillan Representative you will be a key part of our community fundraising activities in the East Reading, Slough and Farnborough area, helping us to provide fundraising materials to key supporters and committees, promoting events and Macmillan activities, representing the charity at local events and getting involved in other events and collections.

#### What activities will I be involved in?

This role will vary according to location and your interests. We are happy to take account of what you are able to do of the activities below:

- Providing general support to the charity when requested
- Attending fundraising events organised by supporters as a Macmillan representative and officially thanking donors and hosts for their support.
- Talking about Macmillan to the local community and giving presentations to local groups/schools
- Identifying and developing potential fundraising opportunities within local groups
- Promoting national and local fundraising events
- Coordinating public collections and servicing collection tins
- Participating in collections
- Collecting foreign coins
- Collecting and delivering Macmillan merchandise to supporters
- Distributing standing order forms
- Recruiting supporters and volunteers for the charity
- Providing support to the Macmillan committees and fundraising groups
- Seeking or facilitating approaches to companies, groups and associations or individuals who may support Macmillan's work

#### What skills and abilities will I need to have?

- Good knowledge of local area
- Good communication skills, sociable, friendly and approachable
- Ability to work on own initiative
- Public speaking and presentation skills (if choosing to do presentations)
- Networking skills
- Knowledge of local groups a bonus but not essential
- An interest in cancer care and the services that Macmillan provides

#### What are the goals?

- To increase awareness of Macmillan in the area you'll be working in – helping to grow the number of fundraisers and volunteers
- Tell the local community about the services we provide – helping us to support more and more people in your area affected by cancer
- To ensure our supporters feel special – helping us to ensure all supporters and donors have a positive experience of Macmillan and continue to stay involved

#### How much time should I offer?

- As much or as little time as you can give with enthusiasm and willingness to get involved and become part of the team.

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

- Flexible times

#### Where will I be based?

- In and around your local area.

**Will I need my own transport?**

- Not necessarily but access to vehicle/good transport links an advantage

**Is there an induction and training?**

- Information pack and induction provided to help familiarise you with the work of the charity and the fundraising team.
- Presentation training if you feel you would like it

**What ongoing support/guidance will there be?**

- Fully supported by the Fundraising Manager, and fundraising team
- Opportunities to meet and network with staff and fellow volunteers during the year
- Regular updates about Macmillan's work, service provision, campaigns and events
- You will be updated on the success of the team!

**What are the benefits to me?**

- Meeting and working with new and enthusiastic people across the community
- Going to local events
- Learning new skills whilst having fun!
- Adding to your CV
- Getting more involved in and making a difference to your local community
- Helping people affected by cancer
- Potential to get more involved with Macmillan in areas that interest you

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

Your volunteering with us means that:

- You will help us to achieve our ambition of reaching everyone with cancer by 2010 through creating awareness of Macmillan Cancer Support in your local area.
- The people organising and attending fundraising events will have a positive experience of raising funds for Macmillan and will remain engaged with the charity
- You will be a force for change, informing local people about Macmillan Campaigns and promoting involvement.
- The fundraising team can focus their efforts on raising more money to channel into our services for people affected by cancer.

**Will my expenses be paid?**

- We refund volunteers' "out-of-pocket" expenses within agreed guidelines, please contact us if you would like any further information about this.

**What's the next step?**

Fill out your application form sent by the office (or [download here](#) as Word document) and send (or email) this back to:

Macmillan Cancer Support  
Crown Chambers  
South Street  
Andover  
Hampshire  
SP10 2BN  
[hampshire@macmillan.org.uk](mailto:hampshire@macmillan.org.uk)  
[berkshire@macmillan.org.uk](mailto:berkshire@macmillan.org.uk)

We will then be back in contact with you to discuss things further.  
Any questions please contact our office on 01264 343813.

Date prepared: 4<sup>th</sup> January 2010