

Volunteer role description and skills profile

Role title: Macmillan Volunteer Coordinator

Why do you need me?

Macmillan's community volunteers are vital to everything that we do. They increase awareness of Macmillan's services, communicate campaign messages, involve local people with the charity and raise essential funds to improve the lives of people affected by cancer across the UK.

We need an enthusiastic and motivated individual (or group) interested in making a long term commitment to become Volunteer Coordinator in Bristol, establishing and supporting an unrivalled network of Macmillan community fundraising volunteers.

What activities will/could I be involved in?

- Recruiting volunteers in Bristol, North Somerset and South Gloucestershire. However the role is flexible and there may be opportunities to work with volunteers in Bath and Wiltshire.
- Briefing volunteers on their roles and providing them with relevant information
- Liaise and meet with local volunteers on a regular basis to motivate and assist in their work
- Arrange meetings of local volunteers as agreed with your local Fundraising Manager
- Share best practice
- Co-ordinating annual collections in the area
- Issuing up to date fundraising materials and information
- Issuing new authority letters on an annual basis
- Attend local volunteers' events as a Macmillan representative
- Maintenance of accurate volunteer records (Macmillan database and excel spreadsheet work)

What skills and abilities will I need to have?

- Networking skills
- Sociable, self-confident, approachable and a good communicator
- Reliable and honest
- A good knowledge of the local community desirable (but not essential)
- Strong organisational skills
- Ability to work independently but with guidance and support from the fundraising team
- Clear and polite telephone manner
- Computer experience desirable
- An interest in cancer care and the services that Macmillan provides
- Be able to commit to this role for at least 12 months

What are the goals?

- To grow the number of fundraisers and volunteers in Bristol, North Somerset and South Gloucestershire, giving them the best possible experience of supporting Macmillan that they could have
- To create the feeling of a fundraising team with the community of Bristol, North Somerset and South Gloucestershire, through regular communication with volunteers, organising meetings and sharing good practice
- To raise awareness of the services that Macmillan provides and to increase our income, helping us to support more and more people affected by cancer

How much time should I offer?

- Flexible time commitment depending on what suits you but you will need to be ideally interested in taking on the role for 12 months.

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.
- A briefing on the fundraising in Bristol, North Somerset and South Gloucestershire, looking at Macmillan's activities and needs within the area. Based on this you and your Fundraising Manager will develop your volunteering plan.

What ongoing support/guidance will there be?

- You will be fully supported by the Fundraising Manager and fundraising team with regular one to ones with your Fundraising Manager throughout the year (the frequency of these will be agreed when you start and reviewed during the year)
- Opportunities to meet and network with staff and fellow volunteers during the year
- Regular updates about Macmillan's work, service provision, campaigns, events and volunteering developments
- You will be kept updated on the success of the team!

Where will I be based?

- In the local community and, as needed, in your local office in Kingswood, Bristol

Will I need my own transport?

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

What are the benefits to me?

The benefits this role offers include:

- 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 real difference to your local community
- Potential to get more involved with Macmillan in areas that interest you
- Helping people affected by cancer

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

Your volunteering with us means that:

- You will help Macmillan to achieve our ambition of reaching everyone with cancer by 2010
- You will enable Macmillan volunteers to enjoy their time supporting the charity
- You will be a force for change, informing local people about Macmillan's work and promoting involvement
- By you donating your time and skills, the fundraising team can focus their efforts on raising money from other areas, channelling more money into our services for people affected by cancer.

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?

- Please fill in an application form and return to Kaeti Morrison (Fundraising Manager) at kmorrison@macmillan.org.uk.
- To find out more about the role please contact Kaeti on 0117 967 0975 or at the email address above.

Date Prepared: October 2009