

Macmillan Cancer Support: Volunteer Supporter Care Co-ordinator for World's Biggest Coffee Morning

Dates: From end of May to end of September

Do you want to be a major part of one of the UK's most successful fundraising events, gain charity fundraising experience **AND** make a lasting difference to people living with cancer?

Last year 800,000 people participated in our World's Biggest Coffee Morning fundraising events across the UK. These brought together friends, families, students, colleagues and complete strangers from all walks of life. Together they raised an incredible £7.5 million for Macmillan's vital services. This year, you can play a key part in managing this event and help Macmillan to provide vital care and support to the 2 million people now living with cancer.

What activities could I be involved in?

- Providing top quality donor care to Macmillan's supporters by contacting them and ensuring they have the information and materials they need

What skills and abilities will I need to have?

- Excellent verbal communication skills
- Confidence in building rapport with supporters by phone
- Well versed in Microsoft Office applications, especially Microsoft Word and Excel.
- Enthusiasm for the cause and ability to represent Macmillan Cancer Support
- Willingness to follow Macmillan policy e.g. health and safety, equal opportunities, confidentiality and financial guidelines

What are the goals?

- Help Macmillan Cancer Support raise over £8.8m and beat our existing world record!
- Give our supporters an experience of the event that is so positive and enjoyable that it encourages them to raise more money and stay involved
- Raise Macmillan's profile so we can reach all those living with cancer who need our help

What are the benefits to me?

You will:

- Gain hands-on experience of our flagship fundraising event
- Develop skills such as: communication, working with volunteers and within a team
- Gain experience of how a big, successful national charity works and access our database of employment opportunities;
- Enhance your CV and gain written references;
- Be part of a supportive, lively and fun team who will facilitate your development;
- Get to meet hugely inspiring Macmillan supporters and volunteers;
- Help make a real difference to peoples' lives; and
- Last but not least, you'll get lots and lots of cakes and coffee!

How much time should I offer?

This role is flexible; however, it will be beneficial for you to come in to the office for one session a week.

Where will I be based?

You will be based at Macmillan's Fundraising office for Derbyshire & South Yorkshire, at:

Unit 7a Napier Court
Gander Lane
Barlborough Links
S43 4PZ

Will I need my own transport?

No

Is there an induction and training?

- You will receive information about Macmillan and our World's Biggest Coffee Morning event
- We will provide training on our databases as needed and any further on the job coaching needed for the role

What ongoing support/guidance will there be?

You will be fully supported by your Fundraising team throughout your time with us.

Will my expenses be paid?

The placement is unpaid but we pay volunteers' "out-of-pocket" expenses within agreed guidelines

What's the next step?

Please email, sjenkins@macmillan.org.uk for an application form.

Date prepared: April 2010