

Role title: Worlds Biggest Coffee Morning Events Assistant

Why do you need me?

We are looking for a volunteer Coffee Morning Events Assistant to help us plan and market this event, ensure that the participants understand the importance of their contribution to the charity and receive the highest quality donor care and support.

As part of the Macmillan team, you will help to:

Raise more money for services for people living with cancer by:

- Growing our flagship World's Biggest Coffee Morning event
- Organising your own fundraising or launch event
- Helping supporters increase their coffee morning fundraising

Raise awareness of who we are, what we do and how people can get involved by:

- Working on marketing and PR for World's Biggest Coffee Morning
- Securing media coverage for the event, sourcing supporters' stories and case studies, writing press releases and arranging interviews and photo calls
- Arranging for local dignitaries to attend events
- Identifying and developing key relationships in the local community e.g. with businesses, groups and individuals
- Talking about Macmillan to the local community and giving presentations to supporters

Give our supporters the best possible experience by:

- Providing them with excellent donor care and organising donor care events
- Attending their events as a Macmillan representative
- Letting them know how they make a difference
- Feeding back your own ideas and suggestions based on your experience

What skills and abilities will I need to have?

- Strong organisational skills with a proven ability to meet deadlines
- The ability to use your own initiative within specified guidelines
- Excellent written and verbal communication skills and attention to detail
- Confidence in building rapport with supporters by phone, in writing and face to face
- A demonstrable ability to work as part of a team
- 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 benefits to me?

This opportunity is aimed at people interested in fundraising, events, PR or marketing and those wanting to move into the charity sector. You will:

- Gain hands-on experience of our flagship fundraising event from start to finish
- Develop skills such as: presenting, PR, events management, marketing, donor care, planning and strategy, working with volunteers, project management and research
- Gain experience of how a big, successful national charity works
- Enhance your CV and gain written references at the end of your internship
- 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
- Get lots and lots of cakes and coffee!

Will my expenses be paid?

The internship is unpaid but we pay volunteers' "out-of-pocket" expenses within agreed guidelines which will cover your lunch and travel.

Where will I be based?

Your office base will be at 95 Torquay Road, Paignton, Devon and also in the wider community.

Will I need my own transport?

In some locations having your own transport, or at least a driving licence, will be essential.

For more information please contact the fundraising office on 01803 528004 or email bannister@macmillan.org.uk