

Macmillan Cancer Support: Volunteer Events Assistant for World's Biggest Coffee Morning

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

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 skills and abilities are we looking for?

- Strong organisational skills
- Excellent written and verbal communication skills
- Confidence in building rapport with supporters by phone
- Ability to use own initiative

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

- Identifying and developing key relationships in the local community
- Assisting with local PR

Raise more money for services for people living with cancer in Dorset

- Growing our flagship World's Biggest Coffee event
- Helping supporters increase their coffee morning fundraising

Give our supporters the best possible experience

- Provide excellent donor care
- Attend events as a Macmillan representative
- Let them know how they make a difference
- Give feedback with your own ideas and suggestions

What are the benefits to me?

- An opportunity to gain experience in the charity sector
- Develop skills such as PR, marketing, donor care
- Gain experience of how a big, successful national charity works
- Enhance your CV
- 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!

How much time should I offer?

- Ideally 1-2 days a week

Where will I be based?

- In the Dorset fundraising office in Gillingham

Will I need my own transport?

- Ideally this would be an advantage as you may be asked to deliver merchandise and meet supporters.

What's the next step?

Fill out an application form and we will then arrange for you to come to the office for an informal chat. Any questions please contact Chrissie Wathen-Neal 01747 821669

Date prepared: 8.4.10