

INTERNSHIP SCHEME

Template 1 – Role Description

Macmillan Cancer Support: Volunteer Role Description and skills profile

Role title: **Campaigns Internship**

Why do you need me?

We campaign for a better deal for people affected by cancer. We want everyone with cancer to receive the right level of treatment and support, regardless of who they are and where they live.

We want someone to support the set up of our local campaign work, so that we can start to effect change and empower people in the community. You will be helping to identify local campaigning opportunities using campaigner feedback about their local hospitals and scoping out where we could establish local hospital car parking campaigns.

We are looking for someone who has an interest in and is excited about campaigning, someone who sees that by taking action we make positive change to people's lives. Ideally you would be interested in a career in public campaigning and will value and make the most of the opportunity to work in an award winning team.

What activities will I be involved in?

Local hospital car parking campaign

- You will collate campaigner feedback and comments into an easy to read format and investigate transferring them onto a google map, to give a better picture of what is happening in England.
- You will conduct research into hospital car parking policy, online and via telephone and by talking to Macmillan staff in the area
- You will help draft partnership agreements and 'how to guides' for local campaigners.
- You will work with marketing to produce campaigning materials for local groups and be involved in facilitating an online focus group to find out what people affected by cancer think of the materials.
- You will help with and coordinate photo shoots using campaign materials

- You will identify case studies and film their stories for use on our website, using a flip cam.
- You will help identify other local campaigning opportunities.
- You will help with campaign admin duties, for example supporter queries and internal requests for campaign information.

What skills and abilities will I need to have?

- An active interest in public campaigning
- Strong organisational skills with a proven ability to meet deadlines and attention to detail
- Excellent written and verbal communication skills
- Confidence in building rapport with campaigners by phone, in writing and face to face
- Ability to use own initiative within specified guidelines
- A demonstrable ability to work as part of a team
- Proficient in Microsoft Office applications (Word, Excel, Outlook)
- 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?

- To help set up our local campaigning work and give us a solid foundation to build upon future local campaign work
- To help us offer our campaigners and supporters more ways to get involved with Macmillan
- To deliver campaign materials that can be used on and offline

What are the benefits to me?

This is a unique opportunity for anyone interested in a career in public campaigning and those wanting to move into charity sector. You will:

- Develop skills such as: use of e-campaigning software, writing copy for campaign actions, mobilising people to take action, project management and general office skills;
- Gain experience of how a big, successful national charity works and access our database of employment opportunities;
- Enhance your CV and gain written references at the end of your internship;
- Gain experience of working in a campaigns team and how our work fits into our wider team of Campaigns, Policy and Public Affairs;
- Get to meet hugely inspiring Macmillan supporters and volunteers; and
- Help make a real difference to peoples' lives.

How much time should I offer?

- This is a 3-5 days a week role, Monday to Friday, from 9am – 5pm, times flexible

Where will I be based? Will I need my own transport?

- You will be based in our office at 89 Albert Embankment, London, SE1 7UQ
- You will not need your own transport. The office is a short distance from good public transport networks.

Is there an induction and training?

We will ensure you have the training and information you need through:

- Our comprehensive induction pack
- Training on our databases and any further on-the-job coaching needed for the role e.g. campaigning software

What ongoing support/guidance will there be?

You will be fully supported by a designated member of the team throughout your time with us. Including:

- Regular meetings and opportunities to ask any questions and provide feedback
- Opportunities to network with staff, volunteers and other Interns during the placement

Will my expenses be paid?

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

What's the next step?

You need to fill out an application form and send it to us. We will acknowledge your application and let you know whether you have been shortlisted for interview. For further details please call Claire Williams on 020 7840 7807 or email clairewilliams@macmillan.org.uk

Date prepared: XXX