

INTERNSHIP SCHEME

Macmillan Cancer Support: Volunteer Role Description and skills profile

Role title: Case Studies Assistant Internship

Why do you need me?

Macmillan Cancer Support is dedicated to reaching and improving the lives of everyone affected by cancer. We need emotive, engaging and inspiring case studies to raise awareness of our work within the media and within our campaigns and fundraising work. Working with the case studies officer in our External Affairs Directorate you will get a good broad knowledge and experience of an exciting and important part of the wider communications team.

We are looking for someone interested in developing their communications or writing skills and experience to assist the case studies officer in her role, to make the best of use of existing and new case studies in Macmillan's internal and external work.

What activities will I be involved in?

For the first two or three weeks the intern will have their own project which involves:

- the transfer of personal stories about the experience of cancer patients and their families into a new database.

Once that is complete, the role will include:

- maintaining the new database
- finding suitable quotes and stories for use within Macmillan publications
- identifying case study stories for media work
- writing up case study stories
- possible interviewing of case studies
- keeping on top of admin appropriate for the role

What skills and abilities will I need to have?

- Strong organisational skills with a proven ability to meet deadlines and attention to detail
- Excellent written and verbal communication skills including the ability to write plain English, accurate spelling and a good telephone manner
- Confidence in building rapport with people of all ages and backgrounds
- Interest in media/pr work (as you will be working within the press team)
- Ability to use own initiative within specified guidelines
- interest or understanding of the issues affecting people living with cancer (desirable)
- Well versed in Microsoft Office applications

What are the goals?

- To help make sure that the stories and experiences of people affected by cancer are used in the best way to promote Macmillan's work, within the organisation and outside in the media.

What are the benefits to me?

- Gain experience of working for a major charity brand
- Gain or improve writing and interviewing 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;
- Help make a real difference to peoples' lives by helping to promote Macmillan's work and inspire cancer patients and their families to get involved in our work

How much time should I offer?

- This is a 3-5 day a week role, Monday to Friday, seven hour day (excluding lunch) with flexible working hours (core hours are 10am-4pm) and the placement will be for three months.
- Days/start and end times are flexible and can be discussed on a case-by-case basis.

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

Head office at Vauxhall, London.

Vauxhall (Victoria underground line) and mainline stations are almost on the doorstep.

Is there an induction and training?

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

- Face-to-face inductions and 1-2-1 support
- Our comprehensive induction pack
- On-the-job training on our systems and any further coaching needed for the role.

What ongoing support/guidance will there be?

You will be fully supported by Alison Davies throughout your time with us. Including:

- Regular catch ups and opportunities for feedback
- A mentor and help in developing your CV (should you want it)
- 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 Alison Davies on 020 7840 7806 or email aldavies@macmillan.org.uk

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