

# INTERNSHIP SCHEME

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## Macmillan Cancer Support: Volunteer Role Description and skills profile

### **Role title: Corporate Partnerships Department (CPD) Intern**

#### **Why do you need me?**

To help support the Corporate Partnerships Department in hitting our fundraising targets so that we can help change the lives of even more people affected by cancer. We are a large and dynamic team with a huge range of activity throughout the year and would really value an intern to support us on delivering our ambitious goals.

#### **What activities will I be involved in?**

Donor care – this will involve interacting with the staff and customers of some of our biggest corporate partners (from high street retailers, to banks to supermarkets) and to support them in their fundraising plans. You may be required to support them in person at external events or you may be required to communicate with them on the phone, by email or by letter.

Small fundraising projects – You may be called upon to coordinate small fundraising projects for particular corporate partners. For example one of our largest corporate partners would like to increase the number of staff who take part in volunteering. You will be called upon to help them hit this objective by working with Macmillan's regional fundraising team.

Carrying out research to assist the team with new projects and working on the development of fundraising products.

Represent the team at corporate partner events – man our stand and answer queries from employees at the corporate partner.

Creating and monitoring tracking systems – often used to track income but also sometimes used to track progress on particular projects

#### **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
- Confidence in building rapport with supporters 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
- Well versed in Microsoft Office applications
- 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 support the Account Management Team in hitting their targets and delivering their plans for the year.
- Give our supporters an excellent and rewarding experience of supporting Macmillan through timely and relevant donor care programme.

**What are the benefits to me?**

This is a unique opportunity for budding fundraisers or event organisers and those wanting to move into charity sector. You will:

- Gain hands-on experience of working on some of the largest and most successful corporate partnerships in the charities sector.
- Learn how to develop relationships with donors and plan forward – thinking mutually beneficial partnerships with tangible business benefits for the partner.
- Develop skills such as: team focus, planning & organising, communicating and influencing, fundraising basics.
- 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;
- Be part of a supportive, lively and fun team who will facilitate your development;
- 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 day a week role, Monday to Friday 9.30 – 5.00pm. There is a certain amount of flexibility in this so please get in touch and we can discuss the options.

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

- 89 Albert Embankment, London, SE1 7UQ. The nearest tube station is Vauxhall.

**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. 1-2-1 time with team leaders.

**What ongoing support/guidance will there be?**

You will be fully supported by Francesca Insole, Account Development Manager and the rest of the CPD team throughout your time with us. Including:

- Regular meetings with Francesca Insole 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 reimburse 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 by Friday 25 February.** We will acknowledge your application and let you know whether you have been shortlisted for interview. Interviews will take place on Thursday 3 March 2011 in our offices in Vauxhall. For further details please call Francesca Insole on 0207 840 4641 or email [finsole@macmillan.org.uk](mailto:finsole@macmillan.org.uk)