

INTERNSHIP SCHEME

Macmillan Cancer Support: Volunteer Role Description and skills profile

Role title: World's Biggest Coffee Morning Sponsorship Intern

Internship runs from: 20 June – 30 September

Interviews to be held: 13 May

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. In particular this post will work closely with the Account Manager delivering WBCM sponsorship partnerships. These accounts include M&S, Kenco and Silver Spoon. This post will also include working on various accounts throughout the corporate account management team. 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, in person, telephone and in writing, with the staff and customers of some of our biggest corporate partners (M&S, Kenco and Silver Spoon) and to support them in their fundraising plans.

Small fundraising projects – You may be called upon to coordinate small fundraising projects for particular corporate partners. For example, working with the Account Manager in supporting one of our category partners competition for people to win a celebrity at their coffee morning.

- 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
- General administration – attending client meetings, taking minutes and helping with project support.

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, event organisers or marketers 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.
- gain experience in a client facing environment dealing with some of the most commercial and largest partnerships Macmillan has to offer.
- 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 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.

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 about hours so please contact Joe Scheinkonig on 020 7840 4633 and we can discuss the options.

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

- you will be based at Macmillan's head office at 89 Albert Embankment, London , SE1 7UQ
- you will not require your own transport as we are located a short walk from Vauxhall Tube and Train Station and near to several major bus routes

Is there an induction and training?

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

- our comprehensive induction day which will be on 22 June so keep free!
- 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 Joe Scheinkonig, Corporate Partnerships Account Manager and the rest of the CPD team throughout your time with us. Including:

- Regular meetings with Joe Scheinkonig and opportunities for feedback and development
- 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 up to £5 and travel.

What's the next step?

You need to fill out an application form and send it to us by 6 May. We will acknowledge your application and let you know whether you have been short listed for interview. Interviews will take place on 13 May in our offices in Vauxhall. For further details please call Joe Scheinkonig on 0207 840 4633 or email jscheinkonig@macmillan.org.uk.