

INTERNSHIP SCHEME

Macmillan Cancer Support: Volunteer Role Description and skills profile

Role title: Project Support for the Older Peoples Pilots Project

Start Date: 13 June – 16 September

Duration: 3 months

Why do you need me?

In England, there are around 15,000 excess deaths from cancer each year in people over 75. This can largely be attributed to late diagnosis and under treatment.

Macmillan, in partnership with the Department of Health and Age UK, has launched five pilot sites throughout England to test improvements in treatment for older people with cancer.

One of the objectives of the projects is to see if providing practical support for older people with cancer (i.e. gardening, dog walking, help with paperwork etc) will enable them to cope at home and maintain their independence.

We would really value an intern to support this busy project by providing direct support to the Project Manager and to the pilot sites.

What activities will I be involved in?

In this role you will be researching and evaluating what practical support is available for older people with cancer and providing project support to the pilot sites as they deliver services to their patients. This involves:

- Contacting practical support providers for each local authority to find out what practical support is already available in the pilot site areas
- Liaising with pilot sites and providing assistance to them as they arrange practical support for their cancer patients over the age of 70
- Write a report for the pilot sites and Macmillan describing what practical support is on offer and highlighting any inequalities
- Conduct interviews with staff at the pilot sites to assess their views on the availability of practical support for older people with cancer

This will form the basis of your project work at Macmillan but outside of this time you will be able to become more involved in the project by assisting the Project Manager in various ways e.g. preparing newsletters, creating and editing project documentation, creating powerpoint presentations etc .

You will be working with all members of the healthcare team as well as representing Macmillan to external people including pilot sites, partner organisations and people with cancer.

What skills and abilities will I need to have?

- Evidence of conducting research and writing reports
- Strong organisational skills and a good attention to detail
- Excellent written and verbal communication skills
- The ability to work as an individual as well as being part of a team
- Confident in Microsoft Office applications
- Enthusiasm for the cause and ability to represent Macmillan Cancer Support.

What are the goals?

- To lead on development of a report outlining the quality and availability of practical support for older people with cancer across the pilot sites. This will be invaluable to staff at the pilot sites and will form a crucial part of Macmillan's project evaluation.

What are the benefits to me?

This is a unique opportunity for those looking to pursue a career in the charity sector and interested in research or project management. You will gain experience in:

- Working on a large national change project for Macmillan
- Liaising with partner organisations (the Department of Health and Age UK), the NHS and within Macmillan
- Seeing how a big, successful, national charity works
- Enhancing your CV and gaining written references at the end of your internship
- Being part of a supportive, busy team who will facilitate your development
- Developing your research and evaluation skills
- Helping make a real difference to the lives of older people with cancer

How much time should I offer?

We are looking for someone for 4–5 days a week, Monday to Friday, ideally from 10.00am–5.00pm. We can be flexible on days/timings so please get in touch to discuss any special requirements. Applicants should be willing to travel to pilot sites across the UK.

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

You will be based at Macmillan's UK office in Vauxhall, London. Vauxhall has very good public transport links and you won't need your own vehicle.

Is there an induction and training?

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

- An induction with the team and an introduction to the project
- Online training and further on-the-job coaching needed for the role

What ongoing support/guidance will there be?

You will be fully supported by the healthcare team throughout your time with us, including:

- Regular meetings with the Project Manager with opportunities for feedback
- A mentor and help in developing your CV (should you want it)
- Monthly team meetings so you can see the impact of your work across the team and also gain further knowledge of healthcare projects at Macmillan
- Opportunities to network with staff, volunteers and other interns during the placement

Will my expenses be paid?

The internship is unpaid but we will reimburse your lunch and local travel within agreed guidelines. Macmillan will pay for your travel to the pilot sites.

What's the next step?

You need to fill out an application form and send it to Becky Wadsworth at bwadsworth@macmillan.org.uk by **4pm Monday 23 May**. We will acknowledge your application and let you know whether you have been shortlisted for interview. Interviews will take place on **Tuesday 31 May**. We hope the successful applicant can start on 13 June.

For further details please call Hazel Brodie, Project Manager on 020 840 4668 or email hbrodie@macmillan.org.uk

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