

# INTERNSHIP SCHEME

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

**Role title:** Survivorship Project Support Intern

**Start Date:** Wednesday 27<sup>th</sup> April 2011 for handover

**Duration:** 3 months

### Why do you need me?

You will be working on the National Cancer Survivorship Initiative, with the aim to improve services for the 2 million people living with and beyond cancer so they can lead as healthy and active a life as possible for as long as possible. We are a busy team working on a large range of projects to support the initiative. We would really value an intern to join our team and support us in delivering our projects on time and on budget.

### What activities will I be involved in?

The role would essentially be divided in to two parts. For approximately 2 days a week you would be providing support to 2 Project Managers through organising their diaries, arranging their project meetings and workshops, taking minutes and circulating actions.

Outside of these hours you will have time to be further involved in some of the many survivorship projects across the initiative. The work involved will vary due to the stage and nature of the project but could include organising meetings and events, writing and proofreading letters or website copy, updating the project website, image searching, brainstorming, updating project plans and progress reports, creating spreadsheets and powerpoint presentations.

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

### What skills and abilities will I need to have?

- Strong organisational skills with a proven ability to meet deadlines and attention to detail
- Experience in organising large meetings, focus groups or events
- Excellent written and verbal communication skills
- Confident telephone skills
- The ability to work autonomously 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 facilitate the smooth running of the project office, identifying milestones and helping to deliver projects on time and on budget.
- To continue raising the awareness of the survivorship project both internally and externally to Macmillan.

### **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 project management or events. As cancer survivorship is the number one priority for Macmillan, you will be working on a high profile initiative helping us reach our objectives across multiple projects. You will:

- Gain experience of working at various stages on a wide range of projects
- 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, busy team who will facilitate your development
- Develop your office and events management skills
- Help make a real difference to peoples' lives.

### **How much time should I offer?**

This is a 4–5 day a week role, Monday to Friday, 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 attend meetings outside of London.

### **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 and handover with previous intern
- 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 survivorship team throughout your time with us, including:

- Regular meetings with the Project Managers and with your line manager with 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 will reimburse your lunch and local travel within agreed guidelines.

### **What's the next step?**

You need to fill out an application form and send it to us by **5pm Wednesday 30 March 2011**. We will acknowledge your application and let you know whether you have been shortlisted for interview. Interviews will take place on **6<sup>th</sup> April 2011**.

For further details please call Sonia Peart on 020 840 4678 or email [SoPeart@macmillan.org.uk](mailto:SoPeart@macmillan.org.uk)

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