

Macmillan Cancer Support: Volunteer Role Description and skills profile

Role title: Fundraising Group member

Why do you need me?

Our fundraising groups and committees are the local face of Macmillan, raising vital funds totalling more than £8.1 million annually and raising the profile of the charity so that we can reach more people affected by cancer.

We are looking for someone to join a new Gateshead Group to help raise funds for Macmillan's growing range of services and to raise local awareness of what we can do to help people living with cancer.

What activities will I be involved in?

- Setting up a new fundraising group and planning your calendar of events
- Organising and promoting fundraising events and collections with other group/committee members
- Collecting funds on behalf of the charity and servicing collection tins
- Attending group meetings to plan and coordinate fundraising activities
- Acting as an ambassador for Macmillan through building community networks and in talking enthusiastically about the work of the charity
- Giving presentations to community organisations / schools
- Distributing promotional leaflets for Macmillan (general / national event / local event / legacy)
- Where you have strong leadership skills: using these skills to chair or lead the fundraising group on a regular basis

Will I need my own transport?

- Not necessarily, but access to vehicle/good transport links may be helpful to attend meetings and events and also to transport fundraising merchandise and display materials as needed.

What skills and abilities will I need to have?

- To have a positive, proactive attitude and being willing to motivate others
- Be honest and reliable
- To work well in a team
- A commitment to helping Macmillan Cancer Support to achieve our aims
- Where managing finances – numeracy skills, book keeping skills and attention to detail

What are the goals?

- Raise money to support Macmillan's services
- Raise awareness of and increase support for Macmillan in XXX area
- Make a difference to your local community and build strong community networks
- Help more people affected by cancer to receive the care, support and information they need

How much time should I offer?

- Flexible time commitment

What days of the week/time of day would you need me?

- Events and meetings can be organised to suit group members' availability.

Where will I be based?

- Meetings are generally held at a convenient location within the group's area of operation

What are the benefits to me?

- Meeting and working with new people
- Developing your communications, fundraising, PR and organisational skills
- Adding to your CV
- Developing your leadership skills

- Making a difference to your local community
- Improving the lives of people affected by cancer
- Having fun, sharing your enthusiasm and doing something new!

Is there an induction and training?

- You will be provided with guidance on fundraising, finance and health and safety
- You will be given an induction to help familiarise you with Macmillan's services nationally and locally, our national and local events, your local fundraising team and the current committee or fundraising group (if applicable)
- We can provide you with speaker training to give you confidence in presenting on behalf of Macmillan, guidance on media work and press releases, photography of events and in written communications and thanking supporters

What ongoing support/guidance will there be?

- Support from the other members of the fundraising group
- Support from your local Fundraising Manager and regional business manager e.g. guidance on fundraising, event organising, planning or finance
- Access to our 'be.macmillan' website where you can design posters, flyers and other promotional materials for your events, download information about Macmillan and order the Macmillan merchandise you need for your planned activities
- Fundraising merchandise/materials supplied as appropriate
- Opportunities to meet and network with staff and fellow volunteers during the year
- Updates on the success of the team as well as Macmillan's campaigns, events, achievements and future direction!

Will my expenses be paid?

- We pay volunteers' "out-of-pocket" expenses within agreed guidelines, but the group should look to cover the costs of your events from your own fundraising.

What's the next step?

Fill out an application form and we will then arrange for you to come to the office for an informal chat.

Any questions please contact **Erin on 0191 214 5444**

Name: Erin Richardson

Address:

4th Floor Wingrove House

Ponteland Road

Newcastle upon Tyne

Email: erichardson@macmillan.org.uk

Date prepared:17.03.11