

Macmillan Cancer Support: Volunteer Role Description and skills profile

Role title: Events Assistant – On the day!

Why do you need me?

You will be essential to making Macmillan's Birmingham Mail Fun Run run smoothly on the day, ensuring our participants have a fantastic time and are safe! Last year 2000 people took part raising almost £70,000 and we are hoping for more in 2010 so we really need your help.

What activities will I be involved in?

- Act as a marshals, placed at strategic locations along the route – i.e. every time there is a major change in direction or if the path is not clear
- Ensuring people stay on track and do not get lost
- Add to the participants experience en-route by cheering walkers on and chatting
- Offer any other assistance (eg. tell people the time, how far it is to the destination)
- Co-ordinate and brief helpers/ other volunteers
- Put up signage, balloons, banners or other PR materials (may be along a route)
- Give out water bottles/goody bags/refreshments
- Man information stands/help points

What skills and abilities will I need to have?

- Good organisational skills
- Good communication skills
- Reliable, punctual and honest
- Adherence to Macmillan's policies, including health and safety, equal opportunities, confidentiality and financial guidelines
- An interest in cancer care and the services that Macmillan provides

What are the goals?

- To ensure the Birmingham Mail Fun Run runs smoothly and participants have the best possible experience
- Where possible to identify opportunities for participants to remain involved with Macmillan and refer these to the Fundraising team.

When would you need me?

A Sunday in early May – date to be confirmed but most likely 2 May

Where?

Perry Park/Alexander Stadium, Birmingham

Will I need my own transport?

Yes

What are the benefits to me?

- Developing your communications, customer service and organisational skills
- Gaining events organisation skills
- Meeting new and inspiring people and being part of an enthusiastic and supportive team
- Adding to your CV
- Potential to set up your own Macmillan events group or to become more involved in volunteering/areas of the charity's work
- Making a difference to your local community
- Helping people affected by cancer
- Having an enjoyable day

Is there an induction and training?

- A full briefing will be provided on your role
- Background provided on Macmillan's work
- If you'd like more information on getting involved with Macmillan, staff will be on hand to help

What ongoing support/guidance will there be?

- Fully supported by your Fundraising Manager and fundraising team
- You will be updated on the success of the event!

Will my expenses be paid?

- We pay volunteers' "out-of-pocket" expenses within agreed guidelines

What's the next step?

Download an [application form \[Word, 348kb\]](#) to apply and return your form to:

Birmingham Fundraising Office
2nd Floor, Delta View
Coventry Road
Sheldon
Birmingham
B26 3PG

For more information please contact the fundraising team on tel: 0121 742 6393 or email birmingham@macmillan.org.uk

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