Macmillan Cancer Support: Volunteer Role Description and skills profile

WE NEED YOU!

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 £7.8 million annually and raising the profile of the charity so that we can reach more people affected **by cancer.**

In order to be able to provide everyone living with cancer with the help and support they need, we are asking for your skills and enthusiasm to help us grow our fundraising groups! We need people to join groups recently formed in **South East Leeds and Morley** and make Macmillan the best known local charity!

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
- 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)
- collecting and delivering Macmillan merchandise to local supporters
- liaising with your Macmillan contact to keep up-to-date with Macmillan's local and national events, activities and future direction as well as sharing successes and best practice
- complying with legal requirements e.g. health & safety legislation for fundraising events and Macmillan's internal policies
- Where you have an interest in finance or accounts: using these skills in keeping records of the group's financial activities and overseeing the submission of monies and of year end accounts in line with Macmillan guidelines and in keeping with the Charities Act
- Where you have strong leadership skills: using these skills to chair or lead the fundrasing 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?
- good communicator
- strong organisational skills
- honest and reliable
- team player
- interest in cancer care and the services that Macmillan provides and to represent Macmillan Cancer Support to members of the public
- managing finances – numeracy skills, book keeping skills and attention to detail
- passion and enthusiasm.

What are the goals?
- raise money to support Macmillan's services
- raise awareness of and increase support for Macmillan in the Morley or South East Leeds 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 could take place at any time during the day or week. They are generally 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' site 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 **Jamie Strachan on 01924 232442 or email jstrachan@macmillan.org.uk**

Date prepared: **15 February 2010**