

Volunteer Role Description

Title: London Collections Co-ordinator

Why we need you? To support the work of the community fundraising team by co-ordinating the activities of volunteers working in the community holding collections on behalf of Macmillan Cancer Support

What activities will I be involved in?

Co-ordinating annual collections with Community Fundraisers
Recruiting new collections volunteers
Issuing up to date fundraising materials
Maintenance of volunteer records (database and excel spreadsheet work)

What are the goals?

To co-ordinate annual collections smoothly
To liaise & work effectively with the office-based fundraising team to expand Macmillan's local volunteer network
Adherence to Macmillan's policies, including health and safety, equal opportunities, confidentiality and financial guidelines

Is there an induction and training?

The volunteer will be given an information pack and invited to attend the Macmillan Induction Course to familiarise themselves with the work of the charity and fundraising team. Training relevant to the role will be provided.

What support will there be?

Office-based role. Opportunities to meet and network with staff and fellow volunteers during the year.

What ongoing supervision will there be?

Fully supported by the fundraising support team, both face to face and by phone/email contact

How much time should I offer?

At least 2 days per week, some degree of flexibility with days

Where will I be based? Macmillan Cancer Support office in Hammersmith

What skills and abilities will I need to have?

Good communication skills
Clear and polite telephone manner
Computer experience desirable

What are the benefits to me?

Helping people affected by cancer
Meeting and working with new people
Challenging, fun and rewarding experiences
Learning fundraising, communication and management skills
Making a difference to your local community

What's the next step ?

Fill out an application form and email it to jknappp@macmillan.org.uk or post it to Jack Davies Knapp at Macmillan Cancer Support, 4th Floor, Cambridge House, Cambridge Grove, Hammersmith W6 OLE