

Macmillan Cancer Support: Coffee Bean Team for World's Biggest Coffee Morning

Dates: From April 2011 to June 2011 (possible extension)

Do you want to be a major part of one of the UK's most successful fundraising events, gain charity fundraising, marketing, media and PR experience **AND** make a lasting difference to people living with cancer?

Each year around 800,000 people participate in our World's Biggest Coffee Morning fundraising events across the UK, bringing together people from all walks of life. Combined, they raise an incredible £8 million for Macmillan's vital services.

We're seeking dedicated events assistants to join our Coffee Bean Teams across the UK to help deliver our flagship event in their local area. This is a chance to gain fantastic skills and experience, be part of a supportive and inspiring team, and to help Macmillan improve the lives of 2 million people living with cancer.

What activities could I be involved in?

- Identifying marketing opportunities and supporter's stories in target areas
- Publicising the event in the local community through posters, flyers, leaflets and banners
- Providing top quality donor care to Macmillan's supporters by contacting them and ensuring they have the information and materials they need
- Identifying potential key relationships with local businesses, groups and individuals and liaising with fundraising team to help develop these
- Working with fundraisers to develop ongoing relationships with Coffee Morning hosts

What skills and abilities will I need to have?

- Strong organisational skills with a proven ability to meet deadlines and attention to detail
- Excellent written and verbal communication skills
- Confidence in building rapport with supporters by phone, in writing and face to face
- Ability to use own initiative within specified guidelines
- A demonstrable ability to work as part of a team
- Well versed in Microsoft Office applications, especially Microsoft Word and Excel.
- Enthusiasm for the cause and ability to represent Macmillan Cancer Support
- Willingness to follow Macmillan policy e.g. health and safety, equal opportunities, confidentiality and financial guidelines

What are the goals?

- Help Macmillan Cancer Support raise over £8m for people living with cancer
- Give our supporters an experience of the event that is so positive and enjoyable that it encourages them to raise more money and stay involved
- Raise Macmillan's profile so we can reach all those who need our help

What are the benefits to me?

You will:

- Gain hands-on experience of our flagship fundraising event
- Develop skills such as: donor care, working with volunteers and project management;
- Gain experience of how a successful national charity works and access our database of employment opportunities;
- Enhance your CV and gain written references;
- Be part of a supportive, lively and fun team who will facilitate your development;
- Get to meet hugely inspiring Macmillan supporters and volunteers;
- Help make a real difference to peoples' lives; and
- Last but not least, you'll get lots and lots of cakes and coffee!

How much time should I offer?

Minimum of half a day each week

Where will I be based?

Edinburgh Office/Dundee Office or home based

Will I need my own transport?

Would be an advantage, but not essential

Is there an induction and training?

- You will receive information about Macmillan and our World's Biggest Coffee Morning event
- We will provide training on our databases as needed and any further on the job coaching needed for the role e.g. public speaking

What ongoing support/guidance will there be?

You will be fully supported by your Fundraising Manager and the team throughout your time with us.

Will my expenses be paid?

The placement is unpaid but we pay volunteers' "out-of-pocket" expenses within agreed guidelines

What's the next step?

Please use the contact details provided below to obtain an application form:

Email – southscotland@macmillan.org.uk

Telephone – 0131 260 3720

Macmillan Cancer Support
South of Scotland Fundraising Team
132 Rose Street, Third Floor
Edinburgh
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