

## Internship Role Description

**Role title:** Events Assistant

**Internship dates:** 1 February – 28 April 2011

Interviews will take place in mid January

### **Why do you need me?**

The events team within the Communications department is responsible for organising events for Macmillan staff, health and social care professionals and people affected by cancer.

The events team also takes a strategic approach to looking at which external events Macmillan should be involved in and provides advice to colleagues across the organisation about events planning.

We're a small and busy team and have a well established reputation across the organisation for advice and support around events. We are looking for a high calibre individual who would really value and make the most of the opportunity to work for a large national charity and who wants to gain experience in events and communications. You must be hardworking, committed and enthusiastic as you would be joining our team and helping us to continue the success of our events.

### **What activities will/could I be involved in?**

You will be involved with supporting the events managers in the organisation/ preparation and promotion of various Macmillan events. Some of the events include our annual Staff Conference and annual events for Macmillan GP's, professionals and people affected by cancer as well as other ad hoc events.

In addition you will be involved with facilitating Macmillan's presence at external exhibitions and presentations.

Activities may include:

- Liaising with staff across the organisation on specific events or projects
- Ensuring event timelines are adhered to
- Maintaining invitation and registration databases
- Updating event budgets
- Contacting and booking venues and external suppliers
- Responding to event enquiries by telephone, post and email
- Working with the events managers and the marketing department to produce promotional materials
- Provide administrative support in the lead up to each event (i.e. producing name badges, delegate packs etc)
- Attending and having a key role at events
- Maintaining venue database and filing of brochures
- Upkeep and loaning out of event resources
- Maintaining records of external events that Macmillan is involved with and researching future opportunities
- And general administration to support the team

### **Is there an induction and training?**

- An information pack and induction will be provided to help familiarise you with the work of the charity and the team.
- Inductions will be arranged with other members of the team and organisation as needed
- We will provide any training you need to undertake the role
- You will have a personal development plan

**What ongoing support/guidance will there be?**

- Fully supported by the Events Managers who will be available to answer questions
- Additional support will be provided by the team coordinator
- Opportunity to be go to events
- Opportunities to meet and network with other interns and volunteers

**What skills and abilities will I need to have?**

- Excellent organisational skills
- Excellent written and verbal communication skills
- Ability to communicate in a clear, friendly and professional manner
- Good attention to detail
- Competent use of Microsoft windows packages, email and the internet
- Comfortable working in a multi-tasking environment
- Project management skills
- Ability to use own initiative and work within specified guidelines
- Enjoy working as part of a team
- Strong interest in working in the voluntary sector
- Enthusiasm for the cause and ability to represent Macmillan Cancer Support
- Knowledge of events organisation and an interest in further developing event organisation skills
- Understanding of healthcare sector would be a bonus

**What are the goals?**

- To help us plan and run successful events
- To ensure that all of our guests have a positive and memorable experience at our events
- To maintain excellent communications standards in all events communications
- To follow Macmillan's policies, including health and safety, equal opportunities, confidentiality and financial guidelines
- To contribute to achieving Macmillan's organisational objectives and ambition

**How much time should I offer?**

- This is a full time role, Monday to Friday, for minimum of 3 months. We are flexible with start and end times.
- You will have several opportunities to attend events throughout your internship. As these events will be residential, you will need to give up some time outside of working hours. All of your expenses will be covered and you will earn time off in lieu.

**Where will I be based?**

- You will be working in our office at 89 Albert Embankment, London SE1 7UQ

**Will I need my own transport?**

- No. We are located at Vauxhall Station – accessible by Tube, National Rail and several bus routes

**What are the benefits to me?**

- You will gain a valuable insight into the organisation and find out how Internal Communications and Events fit into the wider Macmillan team and how the team contribute to Macmillan's ambition to reach everyone living with cancer
- You will get the opportunity to meet and work with people in different departments and at different levels

- You will develop your skills in event management, planning and strategy, project management, communicating and liaising, maintaining databases, time management and general office skills
- You will gain valuable experience for your CV through working at a well known organisation and in a competitive industry

**Will my expenses be paid?**

- We pay volunteers' "out-of-pocket" expenses within agreed guidelines.
- Please contact us if you would like further information on expenses.

**What's the next step?**

- To find out more, or submit an application form, please contact Rachel Wright on [rwright@macmillan.org.uk](mailto:rwright@macmillan.org.uk) or 020 7840 4871.

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