

INTERNSHIP SCHEME

Macmillan Cancer Support: Volunteer Role Description and skills profile

Role title: London Special Events Assistant

Internship runs from: 9 January – 30 March 2012

Interviews to be held: 12 December 2011

Why do you need me?

The London Special Events Department was formed to organise high profile, fundraising events in London, specifically targeted at high net worth individuals. The department is now a team of four and has a busy programme of well established, high profile social fundraising events which raise over £1 million each year for the vital work of Macmillan Cancer Support.

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 on some truly exclusive and unique fundraising events. You must be hardworking, committed and enthusiastic. Your help and involvement will be invaluable to the team as well as to the success of our events.

What activities will I be involved in?

You will be involved with the organisation of our new events which include The Parliamentary Palace of Varieties, Gulls' Egg City Luncheon and House of Lords vs. House of Commons Tug of War. You will be involved both in the lead up to the events and on the day itself.

Day to day activities will include:

- organising and producing invitation and ticket mailings
- sourcing and logging donated raffle and auction prizes
- liaising with venues, suppliers, committee members and volunteers
- thanking donors
- responding to supporter enquiries by telephone, post and email
- maintaining the events database
- processing expenses, sending out invoices and working with budgets
- attending and having a key role at all of the events

What skills and abilities will I need to have?

- excellent organisational skills
- ability to communicate in a clear, friendly and professional manner (both verbally and in writing)
- good attention to detail
- competent use of Microsoft windows packages, email and the internet

- ability to use own initiative and work within specified guidelines
- enjoy working as part of a team
- enthusiasm for the cause, an interest in the voluntary sector and ability to represent Macmillan Cancer Support
- knowledge of events organisation and an interest in further developing event organisation skills

What are the goals?

- to help us meet and exceed our income targets
- to ensure that all of our guests have a positive and memorable experience at our events
- keeping the London Special Events database up-to-date
- creating relationships with donors

What are the benefits to me?

This is a unique opportunity for budding event organisers and those wanting to move into the charity sector. You will:

- gain a valuable insight into the organisation and production of large scale fundraising events for a high profile charity including planning, managing, delivering and evaluating top quality social fundraising events
- gain valuable experience for your CV through working at a well known organisation and in a very competitive industry
- get the opportunity to meet and work with new people at all levels in the charity as well as volunteers and external suppliers
- develop your skills in event management, planning and strategy, project management, communicating and liaising, maintaining databases, time management and general office skills
- have the opportunity to gain an insight into a variety of other disciplines, including brand awareness, Marketing, Press and PR

How much time should I offer?

- 5 days a week, during office hours, Monday to Friday, from 9 January – 30 March 2012
- there is flexibility about hours and days – please get in touch to discuss any particular requirements
- there is some out of hours work to assist at our events and meetings in the evening/weekend

Where will I be based? Will I need my own transport?

- you will be based at Macmillan's head office at 89 Albert Embankment, London , SE1 7UQ
- you will not require your own transport as we are located a short walk from Vauxhall Tube and Train Station and near to several major bus routes

Is there an induction and training?

We will ensure you have the training and information you need through:

- an induction day
- introductions to your team and key members of the organisation

- training on our databases and any further on-the-job coaching needed for the role

What ongoing support/guidance will there be?

You will be fully supported by the team throughout your time with us. Including:

- regular meetings with your line manager and opportunities for feedback
- a mentor and help in developing your CV (should you want it)
- opportunities to network with staff, volunteers and other Interns during the placement
- a personal development plan

Will my expenses be paid?

The internship is unpaid but we pay volunteers' "out-of-pocket" expenses within agreed guidelines which should cover your lunch up to £5 per day and travel costs, up to Zone 6.

What's the next step?

You need to fill out an application form and send it to us. We will acknowledge your application and let you know whether you have been shortlisted for interview. For further details please call Rachael Kirkham on 0207 840 4804 or email rkirkham@macmillan.org.uk

Date prepared: November 2011