

INTERNSHIP SCHEME

Macmillan Cancer Support: Volunteer Role Description and skills profile

Role title: Corporate Partnerships Department (CPD) Intern

Why do you need me?

We are implementing a significant corporate partnership and need your help to reach our fundraising targets and provide support to the volunteering and PR teams.

We are a large and dynamic team with a huge range of activity throughout the year and would really value an intern to support us on delivering our ambitious goals to help reach everyone affected by cancer.

What activities will I be involved in?

Donor care – this will involve interacting with staff to support them in their fundraising and volunteering plans. You may be required to support them in person at external events or you may be required to communicate with them on the phone, by email or by letter.

Small fundraising projects – You may be called upon to coordinate small fundraising projects and may have the opportunity to work with Macmillan's regional fundraising team.

Carrying out research to assist the team with new projects and working on the development of fundraising products.

Representing the team at events – man our stand and answer queries from employees.

Creating and monitoring tracking systems – often used to track income but also sometimes used to track progress on particular projects

Helping to support the PR function by capturing additional information on events, compiling and distributing (local) press releases, keeping records of PR activity, creating coverage reports and selling in stories.

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
- 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?

- To support the Corporate Partnership team in hitting their targets and delivering their plans for the year.
- Give our supporters an excellent and rewarding experience of supporting Macmillan through timely and relevant donor care programme.

What are the benefits to me?

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

- Gain hands-on experience of working on a successful corporate partnership in the charities sector.
- Learn how to develop relationships with donors and plan forward – thinking mutually beneficial partnerships with tangible business benefits for the partner.
- Develop skills such as: team focus, planning & organising, communicating and influencing, fundraising basics.
- Gain experience of how a big, successful national charity works and access our database of employment opportunities;
- Enhance your CV and gain written references at the end of your internship;
- Be part of a supportive, lively and fun team who will facilitate your development;
- Get to meet hugely inspiring Macmillan supporters and volunteers; and
- Help make a real difference to peoples' lives.

How much time should I offer?

- This is a 3 - 5 day a week role, Monday to Friday 9.30 – 5.00pm starting in June. There is a certain amount of flexibility in this so please get in touch and we can discuss the options.

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

- 89 Albert Embankment, London, SE1 7UQ. The nearest tube station is Vauxhall.

Is there an induction and training?

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

- Our comprehensive induction pack
- Training on our databases and any further on-the-job coaching needed for the role e.g. 1-2-1 time with team leaders.

What ongoing support/guidance will there be?

You will be fully supported by Bonnita Apperley, Partnership Development Manager, Boots throughout your time with us. Including:

- Regular meetings with Bonnita Apperley 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

Will my expenses be paid?

The internship is unpaid but we reimburse volunteers' "out-of-pocket" expenses within agreed guidelines which should cover your lunch and travel.

What's the next step?

You need to fill out an application form and send it to us by Wednesday 18th August. We will acknowledge your application and let you know whether you have been shortlisted for interview. Interviews will take place on Tuesday 24th August in our offices in Vauxhall. For further details please call Bonnita on 0207 840 4638 or email bapperley@macmillan.org.uk