

## Internship Role Description

**Role title:** Events Assistant

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

The events team within the Internal 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 events / conferences Macmillan should be involved in and provides advice to staff across the organisation regarding events planning.

The Internal Communications side of the team helps to keep all Macmillan staff informed about news and developments across the organisation, facilitates and encourages two way communications and the sharing of information and aims to get everyone more involved in Macmillan.

The Internal Communications and Events department has a well established reputation across the organisation as the first port of call for advice and support around internal communications and 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 our communications and contributing to the success of our events and communications.

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

You will be involved with the organisation / preparation and promotion of varying events which may include:

Primary Care Event – this one and half day event is aimed at Macmillan GP's and primary care cancer leads and consists of keynote speakers, a series of workshop sessions, exhibitions and networking opportunities.

Cancer Voices Conference – we are running a national conference where people affected by cancer, who are part of our Cancer Voices network, come together and voice their experiences to help to influence Macmillan's future services. This event is one and a half days and consists of keynote speakers, a series of workshop sessions, exhibitions and opportunities for informal discussions.

Macmillan Professionals Event – is part of our ongoing training support for Macmillan's community of professionals including nurses, social care workers, benefits advisors, etc. It will be a two day event for 350 delegates consisting of keynote speakers, a series of workshop sessions, exhibitions and networking opportunities.

Staff Conference – this is an intense two day event where half the organisation come together to hear about what is happening at Macmillan, attend workshops to develop their skills both professionally and personally and have time to meet and mingle with their colleagues from across the organisation. We also plan a big themed party to allow everyone to wind down.

Staff networking events – including such events as our staff sports day, pub quizzes or other social activity that gives staff the opportunity to network and mingle with each other.

In addition you will be involved with facilitating Macmillan's presence at external exhibitions and presentations and involved with organising other ad hoc events.

Day to day 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 external suppliers for events
- Liaising with venues and suppliers as needed
- Responding to event enquiries by telephone, post and email
- Working with the events manager 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)
- Preparing materials to take to the events
- 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 Manager who will be available to answer questions
- Opportunity to be part of onsite event teams that run the events
- Additional support will be provided by the team coordinator
- Opportunities to meet and network with staff, volunteers and other Macmillan Interns

### **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 (both verbally and in writing)
- 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

### **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 internal and 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- 6 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 Jo Tuohy on [jtuohy@macmillan.org.uk](mailto:jtuohy@macmillan.org.uk) or 020 7840 4966.

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