

Macmillan Cancer Support: Volunteer Role Description and skills profile

Role title: Celebrity and VIP office work placement

Start Date: Immediately

Why do you need me?

Macmillan Cancer has a huge range of services which we aim to deliver to anyone affected by cancer. By working with Celebrities and VIP, we can reach our audiences through publicity. Celebrity and VIP involvement helps Macmillan to raise vital funding, provides advice and support on campaign issues and deliver information about the easily accessible help available to anyone affected by cancer.

What activities will I be involved in?

- Take concise minutes from meetings and distribute
- To input new celebrity requests information into a spreadsheet. To ensure the celebrity team are aware on a daily basis of deadlines coming up
- To assist the celebrity team at events
- To complete expenses forms
- To attend ideas meetings
- To research celebrity and charity activity
- Input and maintaining the VIP and Celebrity Database

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
- 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?

- Help Macmillan Cancer Support to nurture our existing celebrity and VIP support and aid the team in bringing in new VIP and Celebrity Supporters
- Raise Macmillan's profile so we can reach all those living with cancer who need our help

What are the benefits to me?

This is a unique opportunity for anyone interested in wanting to work within the charity sector to get a full overview of the charity and what it does and a great introduction to anyone interested in working within the celebrity and VIP field.

. You will:

- Gain hands-on experience of writing materials and pitching
- 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 placement;
- 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 ideally a 4-5 day a week role, Monday to Friday, from 9 -5pm or 10 – 6pm

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

- Head Office, 89 Albert Embankment, Vauxhall, London SE1 7UQ
- Nearest tube Vauxhall and regular buses

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

What ongoing support/guidance will there be?

You will be fully supported by Chris Hemblade (VIP Celebrity Exec) and Karen Chisholm (VIP & Celebrity Officer) throughout your time with us, including:

- Regular meetings with Chris Hemblade and opportunities for feedback
- Opportunities to network with staff and volunteers during the placement

Will my expenses be paid?

The placement 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 celebrity@macmillan.org.uk by **5pm, 6th April**. We will acknowledge your application and let you know whether you have been shortlisted for interview. For further details please call Karen Chisholm on 020 7840 4611 or email KChisholm@macmillan.org.uk.

Date prepared: June 2nd