

Macmillan Cancer Support: Volunteer Role Description and skills profile

Role title: Fundraising Group member

Why do you need me?

- Our local fundraising groups and committees raise over £100,000 in Merseyside annually for people affected by cancer. New members are required to help start new groups in Wallasey, Ellesmere Port and Ormskirk and join existing groups in Liverpool, St Helens and Birkenhead.

What activities will I be involved in?

- Helping to organise fundraising events with other group/committee members
- Attending group meetings
- Collecting funds on behalf of the charity

Will I need my own transport?

- Not necessarily but access to vehicle/good transport links would be helpful to attend meetings and events.

What skills and abilities will I need to have?

- Good communication and organisational skills
- Ability to represent Macmillan Cancer Support to members of the public.

What are the goals?

- To raise money and awareness, and to represent Macmillan in your part of the region.
- Making a difference to your local community
- Helping people affected by cancer

How much time should I offer?

- Flexible time commitment

What days of the week/time of day would you need me?

- Events and meetings could take place at any time during the day or week. They are generally organised to suit group members' availability.

Where will I be based?

- Meetings are generally held at a location within the groups area of operation

What are the benefits to me?

- Meeting and working with new people
- Developing your communications and organisational skills
- Having fun
- Adding to your CV
- Making a difference to your local community
- Helping people affected by cancer

Is there an induction and training?

- Information pack and induction provided to help familiarise you with the work of the charity, the fundraising team and the current committee (if applicable)
- We will provide any training you need to complete the role

What ongoing support/guidance will there be?

- Support from the other members of the fundraising group
- Fully supported by the Fundraising Manager, and fundraising team
- Opportunities to meet and network with staff and fellow volunteers during the year
- You will be updated on the success of the team!

Will my expenses be paid?

- We pay volunteers' "out-of-pocket" expenses within agreed guidelines.

What's the next step?

Fill out an application form and we will then arrange for you to come to the office for an informal chat. Any questions please contact Grace Bennett or Gillian Wilson on 01925 846740 or email merseyside@macmillan.org.uk

Date prepared: **6.1.09**