

Volunteer Role Description

Title: Macmillan Volunteer Co-ordinator

Why we need you? To support the work of the community fundraising team by co-ordinating the activities of volunteers working in the community on behalf of Macmillan Cancer Support

What activities will I be involved in?

- Co-ordinating annual collections with Merseyside and Cheshire Team
- Assisting fundraisers by attending volunteer, fundraising groups and committee meetings.
- Along with the fundraiser, liaise and meet with field volunteers on a regular basis to encourage and assist their work
- Issuing up to date fundraising materials
- Issuing new authority letters on an annual basis
- Maintenance of volunteer records (database and excel spreadsheet work)

What are the goals?

- To work effectively with the office-based fundraising team to support volunteers active in the community and to expand Macmillan's local volunteer network
- Adherence to Macmillan's policies, including health and safety, equal opportunities,
- Confidentiality and financial guidelines

Is there an induction and training?

The volunteer will be given an information pack and invited to attend the Macmillan Induction Course to familiarise themselves with the work of the charity and fundraising team. Training relevant to the role will be provided.

What support will there be?

Office-based role. Opportunities to meet and network with staff and fellow volunteers during the year.

What ongoing supervision will there be?

Fully supported by the Merseyside/Cheshire Fundraising Team, both face to face and by phone/email contact

How much time should I offer?

We would like Volunteer Coordinators to offer at least 2 days per week

Where will I be based? The fundraising office is based at Birchwood Park, Warrington. Some of the Volunteer Coordinators role could be fulfilled from home.

What skills and abilities will I need to have?

Good communication skills
Clear and polite telephone manner
Computer experience desirable

What are the benefits to me?

Helping people affected by cancer

Meeting and working with new people

Challenging, fun and rewarding experiences!

Learning fundraising, communication and management skills

Making a difference to your local community

What's the next step?

To find out more please contact the Cheshire/Merseyside Team on 01925 846740 or email cheshire@macmillan.org.uk or merseyside@macmillan.org.uk or fill in an application form.