

Volunteer role description and skills profile

Role title: Volunteer Events Assistant

Why do you need me?

- To help Fundraising Managers prepare for national and local charity events.

What activities will/could I be involved in?

- assisting with mailings
- calling donors and eventers
- assisting with the organising of the events
- creating and sending out press releases
- helping with designing of promotional posters
- attending local and national charity events as a volunteer.
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Is there an induction and training?

- You will receive an induction when you start.
- We will provide any training you need to complete the role.

What ongoing support/guidance will there be?

- You will be supported by all the members of the team
- You will work closely with a Fundraising Manager
- Relevant training will be provided
- You will be updated on the success of the team.

What skills and abilities will I need to have?

- Excellent telephone manner
- Good written English
- A knowledge of media and how to write press releases
- Good team working skills

What are the objectives?

- To help and support the fundraising team
- To gain relevant work experience to help with future career plans

How much time should I offer?

- the role requires a volunteer who is able to work 2 days a week during normal office hours
- if you are currently studying work can be flexible around your classes

Where will I be based?

- You will be helping at the Hertfordshire Fundraising Office, Welwyn, Hertfordshire.

Will I need my own transport?

- If possible yes but not too important.

What are the benefits to me?

- The benefits can vary, depending on your situation.
- The benefits this role offers include:
 - an excellent learning opportunity
 - meeting and working with new people
 - learning new skills whilst having fun working on events
 - making a difference to your local community.

What are the benefits to people who are supported by Macmillan Cancer Support?

- Your volunteering with us means that:
 - (donor calls) the people you contact have a positive experience of raising funds for Macmillan Cancer Support
 - (fundraising office support) the fundraising team is freed up to focus their efforts on raising more money to channel into our services for people affected by cancer

Will my expenses be paid?

- We offer to 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?

- Please complete a volunteer application form and return this to:
Sophia Masood, 12 Prospect Place, Welwyn, Herts, AL6 9EN
Email: smasood@macmillan.org.uk

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