

Macmillan Cancer Support: Volunteer Role Description and skills profile

Role title: **Public Collections Volunteers**

Why do you need me?

Are you willing to spare just one or two hours of your time? We are seeking hardy individuals or groups who are happy to stand out in the wind, rain and sun (you may be lucky!) to collect vital funds and raise valuable awareness for Macmillan.

Macmillan improves the lives of people affected by cancer. We provide practical, medical, emotional and financial support and campaign for better cancer care. We currently reach around half of those who need us and ambition is to be there for everyone living with cancer by 2010. To achieve this we need your help to grow!

What activities will I be involved in?

- Standing at the entrance/exit of a supermarket or on a public street with a collecting tin or bucket and collecting money for Macmillan for an hour or two

Will I need my own transport?

- Access to vehicle/good transport links would be helpful to get to and from the collection

What skills and abilities will I need to have?

- Ability to appropriately and enthusiastically represent Macmillan to members of the public
- Patience
- Appropriate clothes and sturdy shoes!

What are the goals?

- To help raise as much money as possible during authorised collections and to help raise awareness of Macmillan's work.

How much time should I offer?

- As much or as little as you can – you could spend an hour just doing one collection or take part in collections more regularly.

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

- Authorised collections can take place any day of the week, usually between 9am and 6pm. You would be needed for as much time as you could spare during these periods.
- We particularly need volunteers for countywide Tesco collections in mid October and countywide WM Morrison collections in early December.
- Our ideal is to be able to ring you if we have a collection coming up – if you can help then great, if you can't then absolutely fine, we'll just keep you on the list for next time! We would not be looking to call on you more than 4 times a year.

Where will I be based?

- Collections take place across Hertfordshire although we can offer you the opportunity to take part in those in other areas too if this is of interest

What are the benefits to me?

- Meeting and working with new people
- Getting to know your local community
- Showing your support for Macmillan
- Making a difference to your local community
- Improving the lives of people affected by cancer

Is there an induction and training?

- Information pack provided to help familiarise you with the work of the charity, the fundraising team and the collections process.

What ongoing support/guidance will there be?

- Fully supported by the local fundraising team
- Opportunities to meet and network with staff and fellow volunteers during the year
- Information about the collections schedule plus the information and opportunities to become involved with Macmillan in other ways should you wish to
- You will be updated on the success of the team!

Will my expenses be paid?

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

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

Date prepared: **November 2009**