

Macmillan Cancer Support: Volunteer Role Description and skills profile

Role title: **Events Assistant – On the day!**

Why do you need me?

You will be essential to making Macmillan's Events run smoothly on the day, ensuring our participants have a fantastic time and are safe!

What activities will I be involved in?

- Act as a marshals, placed at strategic locations along the route – i.e. every time there is a major change in direction or if the path is not clear
- Lead walk/run/cycle
- Ensuring people stay on track and do not get lost
- Add to the participants experience en-route by cheering walkers on and chatting
- Act as leader or sweeper to ensure all walkers are accounted for and finish the walk safely
- Offer any other assistance (eg. tell people the time, how far it is to the destination)
- Co-ordinate and brief helpers/ other volunteers
- Register participants or check them in at end of event
- Collect money
- Act as a first aider
- Put up signage, balloons, banners or other PR materials (may be along a route)
- Serve food/drinks
- Sell raffle tickets or other goods
- Give out water bottles/goody bags/refreshments
- Operate cloakroom
- Photography
- Look after dignitaries/special guests/press/performers
- Driver

What skills and abilities will I need to have?

- Good organisational skills
- Good communication skills
- Reliable, punctual and honest
- First Aid qualification (if first aider)
- Photography (if photographer)
- Strong map reading/orientation ability (if guiding walk)
- Adherence to Macmillan's policies, including health and safety, equal opportunities, confidentiality and financial guidelines
- An interest in cancer care and the services that Macmillan provides

What are the goals?

- To ensure the events run smoothly and participants have the best possible experience
- Where possible to identify opportunities for participants to remain involved with Macmillan and refer these to the Fundraising team.

When would you need me?

Ad hoc when events arise

Where?

At the event and in the Oxfordshire Office

Will I need my own transport?

Own transport would be beneficial to get to and from events, although not essential

What are the benefits to me?

- Developing your communications, customer service and organisational skills

- Gaining events organisation skills
- Meeting new and inspiring people and being part of an enthusiastic and supportive team
- Adding to your CV
- Potential to set up your own Macmillan events group or to become more involved in volunteering/areas of the charity's work
- Making a difference to your local community
- Helping people affected by cancer
- Having an enjoyable day

Is there an induction and training?

- A full briefing will be provided on your role
- Background provided on Macmillan's work
- If you'd like more information on getting involved with Macmillan, staff will be on hand to help

What ongoing support/guidance will there be?

- Fully supported by your Fundraising Manager and fundraising team
- You will be updated on the success of the event!

Will my expenses be paid?

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

What's the next step?

Please go to the link below to apply and return your form to:

Macmillan Cancer Support
3d Grange Mews
Station Road
Launton
Oxfordshire
OX26 5EG

[Download an application form \[Word, 348kb\]](#)

For more information please contact Tara or Julian on tel: 01869 322279 or email:
Oxfordshire@macmillan.org.uk

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