

Macmillan Cancer Support: Volunteer Role Description and skills profile

Role title: **Events Assistant**

Why do you need me?

Macmillan has three major national events each year and a number of local ones including walks, runs and golf events. Our flagship event is our World's Biggest Coffee Morning, raising over £7.8 million annually. Hundreds of our supporters also undertake the challenge of a lifetime running marathons to raise money for Macmillan's services, trekking the Sahara, climbing Killimanjaro or another of our many challenge events.

We are looking for a volunteer Events Assistant to help us plan and market these events, ensure that the participants understand the importance of their contribution to the charity and receive the highest quality donor care and support.

What activities will I be involved in?

- Working from printed or computerised lists to contact supporters (pre and post event) checking that they have the information, advice and materials they require
- Sending out materials as needed
- Providing advice, if trained, in the relevant area or referring on in all other cases
- Listening for opportunities for supporters to become involved in the charity in other ways
- Helping with PR for the supporter or event by looking for supporter's stories, organising press and PR on the day
- Placing promotional materials for events in the local community
- For local events, researching and booking event venues
- Updating records on Macmillan's system
- Co-ordinating helpers/ volunteers/ cheerers on the day
- Helping out on the day e.g. registering participants

Once you have the experience, you may want to work more independently and set up an **events group** in the local area, running events yourself

What skills and abilities will I need to have?

- Excellent organisational skills
- Good communication skills and a clear and polite telephone manner
- Reliable and honest
- Attention to detail
- Computer experience desirable
- 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 fundraising events run smoothly and maximise the returns from the events
- Ensure that participants have the best possible experience of supporting Macmillan and ensure they receive the information, advice and materials they require
- To identify opportunities for continued or broader involvement with Macmillan and refer these to the Fundraising team.

How much time should I offer?

- Ideally 1 day a week

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

- You would need to be available during office hours

Where will I be based?

- You will be assisting at the Chelmsford office, although parts of the role can be done in the community/from home.

Will I need my own transport?

- You will need to be able to get to and from the office

What are the benefits to me?

- Developing your communications, customer service and organisational skills
- Gaining events organisation skills
- Meeting new people and being part of a fun, enthusiastic and supportive team
- Adding to your CV
- Potential to set up your own Macmillan events group or to become more involved in other volunteering/areas of the charity's work
- 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 and the fundraising team
- A briefing on the relevant events and our objectives in the Essex area
- Training on the Macmillan database and computer systems
- Donor care training
- Other training to complete the role will be provided as necessary e.g. writing press releases

What ongoing support/guidance will there be?

- Fully supported by your Fundraising Manager and fundraising team
- Regular one to one meetings as agreed with your Fundraising Manager
- 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 reimburse volunteers' "out-of-pocket" expenses within agreed guidelines.

What's the next step?

Please go to the link below to apply

<http://www.macmillan.org.uk/Documents/GetInvolved/Volunteering/volunteeringapplication.doc>

and return your form to:

Claire Keen, 5 New Street, Essex CM1 1NT

Email: CKeen@macmillan.org.uk

For more information please contact Claire Keen on tel: 01245 345280

Date prepared: 6 October 2009