

INTERNSHIP SCHEME

Macmillan Cancer Support: Volunteer Role Description and skills profile

Role title: Events Assistant Internship

Internship runs from: 20 June – 30 September

Interviews to be held: 25 & 27 May

Why do you need me?

The events team within the Strategic Communications department is responsible for organising events for Macmillan staff, health and social care professionals and people affected by cancer.

The events team also takes a strategic approach to looking at which external events Macmillan should be involved in and provides advice to colleagues across the organisation about events planning.

We're a small and busy team and have a well established reputation across the organisation for advice and support around events. We are looking for a high calibre individual who would really value and make the most of the opportunity to work for a large national charity and who wants to gain experience in events and communications. You must be hardworking, committed and enthusiastic as you would be joining our team and helping us to continue the success of our events.

What activities will I be involved in?

You will be involved with supporting the events managers in the organisation/ preparation and promotion of various Macmillan events. Some of the events include annual events for Macmillan GP's, professionals and people affected by cancer as well as our summer employee engagement events.

In addition you will be involved with facilitating Macmillan's presence at external exhibitions and presentations.

Activities may include:

- Liaising with staff across the organisation on specific events or projects
- Ensuring event timelines are adhered to
- Maintaining invitation and registration databases
- Updating event budgets
- Contacting and booking venues and external suppliers
- Responding to event enquiries
- Working with the events managers and the marketing department to produce promotional materials
- Provide administrative support in the lead up to each event

- Attending and having a key role at events
- Maintaining venue database and filing of brochures
- Upkeep and loaning out of event resources
- Maintaining records of external events that Macmillan is involved with and researching future opportunities
- And general administration to support the team

What skills and abilities will I need to have?

- Strong organisational skills with a proven ability to meet deadlines and attention to detail
- Excellent written and verbal communication skills
- Ability to communicate in a clear, friendly and professional manner
- Competent use of Microsoft windows packages, email and the internet
- Comfortable working in a multi-tasking environment
- Project management skills
- Ability to use own initiative and work within specified guidelines
- Enthusiasm for the cause and ability to represent Macmillan Cancer Support
- Knowledge of events organisation and an interest in further developing event organisation skills

What are the goals?

- To help us plan and run successful events
- To ensure that all of our guests have a positive and memorable experience at our events
- To maintain excellent communications standards in all events communications
- To follow Macmillan's policies, including health and safety, equal opportunities, confidentiality and financial guidelines
- To contribute to achieving Macmillan's organisational objectives and ambition

What are the benefits to me?

- You will gain a valuable insight into the organisation and find out how Internal Communications and Events fit into the wider Macmillan team and how the team contribute to Macmillan's ambition to reach everyone living with cancer
- You will get the opportunity to meet and work with people in different departments and at different levels
- You will develop your skills in event management, planning and strategy, project management, communicating and liaising, maintaining databases, time management and general office skills
- You will gain valuable experience for your CV through working at a well known organisation and in a competitive industry

How much time should I offer?

- This is a full time role to work during office hours, Monday to Friday, from 20 June 2010 – 30 September 2011
- There is flexibility about hours and days – please contact Jo Tuohy on 0207 840 4966 to discuss any requirements.
- You will have several opportunities to attend events throughout your internship. As these events will be residential, you will need to give up some time outside of working hours. All of your expenses will be covered and you will earn time off in lieu.

Where will I be based? Will I need my own transport?

- Macmillan's head office at 89 Albert Embankment, London , SE1 7UQ

Is there an induction and training?

We will ensure you have the training and information you need through:

- Our comprehensive induction day which will be on 22 June so keep free!
- Introductions to your team and key members of the organisation will be arranged
- Training on our databases and any further on-the-job coaching needed for the role

What ongoing support/guidance will there be?

You will be fully supported by the events managers and the team coordinator throughout your time with us. Including:

- Regular meetings with your manager and opportunities for feedback
- A mentor and help in developing your CV (should you want it)
- Opportunities to network with staff, volunteers and other Interns during the placement.

Will my expenses be paid?

The internship is unpaid, but we pay volunteers' "out-of-pocket" expenses within agreed guidelines which should cover your lunch up to £5 and travel.

What's the next step?

You need to fill out an application form and send it to us. We will acknowledge your application and let you know whether you have been shortlisted for interview. For further details please call Jo Tuohy on 020 7840 4966 or email jtuohy@macmillan.org.uk.