

INTERNSHIP SCHEME

Macmillan Cancer Support: Volunteer Role Description and skills profile

Role title: Public Affairs Internship (2 posts available)

Why do you need me?

The Public Affairs Team at Macmillan work to represent the needs of the 2 million people living with cancer in the UK to key decision-makers and opinion-formers in Westminster and Whitehall.

We want to recruit two Public Affairs Interns to support our busy programme of work to effect change in public policy and influence the Government and Opposition. We are looking for people interested in a career in public affairs who will value and make the most of the opportunity to work in a dynamic and effective team in a leading national charity.

What activities will I be involved in?

The following activities will be divided between the two interns:

Parliamentary monitoring – you will monitor government legislation and activity relevant to Macmillan. You will help the Assistant Public Affairs Officer where appropriate in providing written and oral briefings for internal and external audiences.

Social media – you will assist the whole Public Affairs Team with digital monitoring and online communication. You will also be responsible for monitoring Macmillan's internal press review for relevant articles.

All Party Parliamentary Group on Cancer (APPGC) – you will support the Assistant Public Affairs Officer in the coordination of this active and influential group in Parliament. This will include helping to organise Officer and All member meetings, undertaking parliamentary activities and a public inquiry.

Administrative support – you will be providing administrative support to the Public Affairs Team as required.

What skills, interests and abilities do I need to have?

- An active interest in politics, Parliament and the policy making process
- Strong organisational skills with a proven ability to meet deadlines and attention to detail
- Strong written and verbal communication skills
- A professional attitude and willingness to work as part of a team
- Enthusiasm for the cause and ability to represent Macmillan Cancer Support
- Willingness to follow Macmillan policy e.g. health and safety, equal opportunities, confidentiality and financial guidelines
- Proficiency in Microsoft Office (Outlook, Word and Excel)

What are the goals?

- To help the Public Affairs Team influence decision makers in Westminster and Whitehall to improve the lives of people affected by cancer
- To help deliver a successful and productive year of activity for the APPGC
- To help the Public Affairs Team effectively communicate its work through social media

What are the benefits to me?

This is a unique opportunity for anyone interested in a career in Public Affairs and those wanting to move into charity sector. You will:

- Gain experience of how a big, successful national charity works and you will be able to access our database of employment opportunities
- Gain insight into how to establish, coordinate and deliver a successful public affairs campaign
- Gain a valuable insight into the workings of a successful Public Affairs Team and the work of this team within the wider directorate of Campaigns, Policy and Public Affairs.
- Find out how the Public Affairs Team fit into the wider Macmillan team and how the team contribute to Macmillan's ambition to reach everyone living with cancer
- Develop your skills in communicating and liaising, planning and strategy, event management, maintaining databases, time management and general office skills
- Gain valuable experience for your CV through working at a well known organisation and in a very competitive industry

How much time should I offer?

- This is a full time role, Monday to Friday, from 9am – 5pm
- The placement is for a minimum of 3 months

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

- You will be based in our office at 89 Albert Embankment, London, SE1 7UQ
- You will not need your own transport. The office is a short distance from good public transport networks.

Is there an induction and training?

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

- An induction to help familiarise you with the work of the charity and the Public Affairs team specifically
- Training on our databases

What ongoing support/guidance will there be?

- Fully supported by a designated member of the team who will always be available to answer questions and provide feedback
- Opportunities to meet and network with staff and volunteers 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 and travel.

What's the next step?

You need to fill out an application form and send it to us by **Friday 4th February 2011**. Candidates who have been shortlisted for interview will be contacted on Monday 7th February 2011. Interviews will take place on Wednesday 9th or Thursday 10th February. The expected start date for the role is Monday 21st February 2011. For further details please call Beth Capper on 020 7091 2068 or email BCapper@macmillan.org.uk