

Macmillan Cancer Support: Volunteer Role Description and skills profile

Role title: **Research Volunteers**

Why do you need me?

Do you have an hour or two spare every week or so in your lunch hour? Do you have access to the internet at home to do some online research? If so, we need you!

The fundraising team is looking to grow their community networks to help us reach out to and improve the lives of more people affected by cancer. To this do we need help in researching on Corporations, Groups and Associates and Private Individuals in the Portsmouth – Winchester corridor area.

What activities will I be involved in?

- Inputting data into a computer spreadsheet or questionnaire
- Researching potential Macmillan partner organisations using guidance provided; these may be groups and associations, local companies or trusts for example
- Searching for venues for local events
- Looking for ideas for events or activities by other organisations we could learn from
- Researching community websites and other online resources we could use to publicise Macmillan's events and reach volunteers and supporters
- Locating contact details for mailings/event promotion etc

Will I need my own transport?

- This role could mainly be done from home. Access to internal Macmillan information can be gathered at the Andover office which can be reached by public transport if needed

What skills and abilities will I need to have?

- Access to the internet
- Basic Excel spreadsheet experience
- Attention to detail
- Accurate data entry skills
- Ability to use the internet for research
- Ability to work independently

What are the goals?

- To provide the Macmillan fundraising team with essential background information needed to make approaches to potential partner organisations, helping us to grow our income
- To provide fundraisers with information essential to increasing our profile within local communities so that events and supporter base grows and more people are aware of the Macmillan's services and campaigns

How much time should I offer?

- This role is very flexible and can fit around your other commitments

Where will I be based?

- You will be based at home with occasional touch base at the Andover office

What are the benefits to me?

- Developing research skills and admin skills
- Developing an understanding of the kind of information needed to develop fundraising networks
- Adding to your CV
- Making a difference to your local community
- Helping people affected by cancer

Is there an induction and training?

- Information pack provided to help familiarise you with the work of the charity and the fundraising team
- Background, briefing and guidance will be provided on the research that needs doing.

What ongoing support/guidance will there be?

- Fully supported by a member of the fundraising team who will be available to answer questions and explain the work to you
- Access to other volunteering opportunities and ways to become more involved with Macmillan
- You will be updated on the success of the team!

Will my expenses be paid?

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

What's the next step?

Fill out your application form sent by the office (or [download here](#) as Word document) and send (or email) this back to:

Macmillan Cancer Support
Crown Chambers
South Street
Andover
Hampshire
SP10 2BN
hampshire@macmillan.org.uk
berkshire@macmillan.org.uk

We will then invite you to come to the office for an informal chat.
Any questions please contact our office on 01264 343813.

Date prepared: 14th December 2009