

## Volunteer role description and skills profile

**Role title:** Assistant to the Corporate Volunteering Coordinator

### **Why do you need me?**

An increasing number of our national corporate partners are keen to get involved to support Macmillan through a combination of both fundraising and volunteering activity. Recent corporate partners who have taken part in volunteering activity include Experian, the Royal Bank of Scotland and MBNA.

The Corporate Volunteering Adviser works across the United Kingdom supporting our corporate partners, raising awareness amongst the employees as to the range of volunteering opportunities available, and liaising with Macmillan professionals to source practical projects for our corporate partners to take part in. Recent practical projects include: Tidying the communal gardens at Bury Day Hospice, Redecorating a living room on behalf of a patient supported by the palliative care team in Chester. Due to the geographical spread of the volunteering opportunities the corporate volunteering advisor needs to spend a significant period of time away from the office, which ultimately means that the Coordinator is unable to respond quickly with email and telephone messages, or maintain an effective hold on progress against referrals made to corporate partners.

The role of a volunteer assistant would greatly enhance the service we deliver and ensure that more people affected by cancer can access this practical help.

### **What activities will I be involved in?**

You will;

- Maintain an overview of opportunities referred to our various corporate partners
- Chase progress on projects with the relevant corporate project coordinators and, if necessary, arrange for the Corporate Volunteering Adviser to visit the site and offer support
- Be a physical presence in the office to deal with queries promptly and make meetings where appropriate
- Where appropriate, the role may involve arranging for materials/ equipment to be purchased and delivered to practical projects in order for the project to take place on a specific day
- To organise travel as required for the corporate volunteering advisor
- To set up and maintain a PR database of photos and comments from both corporate volunteers and people whom we have supported to be used as and when required at promotional events
- Undertake general administrative duties as required

You may also be involved in;

- Writing press releases to promote successes both within Macmillan and the local press

### **Is an induction and/ or training provided?**

- An induction will be given to you upon starting with Macmillan and introductions made to those in the West EMNE regional office.
- We will provide any training you need to complete the role. This may include:
  - IT training
  - Communicating effectively with people affected by cancer

### **What ongoing support/guidance will there be?**

- The corporate volunteering coordinator will undertake regular review meetings with you to ensure you are content with your role
- You will be an integral team member and receive regular updates on the success of the team.

### **What skills and abilities will I need to have?**

You will require excellent organisational skills

You must be a confident communicator as you will be expected to liaise with a wide range of people

Competence in the use of IT packages including Word and Excel

Be willing to undertake a range of administrative duties  
Experience of working within a corporate environment an advantage

### **What are the objectives?**

To ensure requests for practical support are dealt with quickly and efficiently  
To maintain and up to date database of volunteering requests and corporate activity in order to produce accurate monthly reports  
To ensure appropriate PR takes place to inform other professionals and fundraising teams.

### **How much time should I offer?**

Up to 7 hours a week, which would be best spilt over a couple of days per week. Days to be negotiated

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

- You would need to be available during office hours – days can be negotiated

### **Where will I be based?**

- You will be helping at the North West office which is based at Birchwood Park, Warrington

### **Will I need my own transport?**

- Transport is not required for the role but you will need to be able to make your own way to the Warrington office which is based at Birchwood Park

### **What are the benefits to me?**

- The benefits this role offers include:
  - Project management experience
  - Experience of working for a large charity
  - General office experience
  - Satisfaction of helping people affected by cancer.

### **What are the benefits to people who are supported by Macmillan Cancer Support?**

- Your volunteering with us means that:
  - More people will be able to access the practical help offered by staff through our corporate partners.

### **Will my expenses be paid?**

- We offer to pay volunteers' "out-of-pocket" expenses within agreed guidelines.
- Please contact us if you would like further information on expenses.

### **What's the next step?**

- To find out more, please contact me, Wendy Askew on 07734 384460 or email [waskew@macmillan.org.uk](mailto:waskew@macmillan.org.uk) , or fill in an application form and send it to:

Wendy Askew  
Macmillan Cancer Support  
Suite 13  
Ground Floor  
Newton House  
Faraday Street  
Birchwood Park  
Warrington  
WA3 6FW

**We welcome volunteer applications at all times but hope to fill this post by: 15th June 2009**

**Date prepared: 5/5/09**