

## Macmillan Cancer Support: Volunteer Role Description and skills profile

### Role title: Macmillan Representative

Every day 822 people are diagnosed with cancer. We need your help to raise more income and reach more people so can that we can bring Macmillan's vital services to everyone who needs us.

This volunteer role is an opportunity to represent Macmillan and make a lasting difference in your local community. We'd love your help in doing any or all of the following:

#### Raising more money for services for people living with cancer by:

- Promoting national and local fundraising events – including our flagship 'World's Biggest Coffee Morning' event
- Helping out at our events on the day
- Organising your own fundraising events
- Coordinating public collections and servicing collection tins
- Participating in collections
- Collecting foreign coins
- Promoting other ways of donating to Macmillan e.g. legacy giving

#### Raising awareness of Macmillan and growing support for what we do by:

- Talking about Macmillan to the local community and giving presentations to local groups/schools
- Using your own network of contacts in the community to develop partnerships with companies, groups and associations or individuals who may support Macmillan's work
- Helping to recruit and grow our volunteer network in Northumberland
- Taking part in campaigns to improve cancer care and asking supporters to do the same

#### Giving our supporters the best possible experience of Macmillan by:

- Attending supporters' fundraising events as a Macmillan representative and officially thanking donors and hosts for their support
- Collecting and delivering Macmillan merchandise to supporters
- Providing support to Macmillan committees and fundraising groups in Northumberland
- Feeding back ideas and suggestions based on your experience

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

- Good knowledge of local area and community groups/activity
- Strong communication skills, sociable, friendly and approachable
- Ability to work on own initiative
- Public speaking and presentation skills (if choosing to do presentations)
- An interest in cancer care and the services that Macmillan provides

#### How much time should I offer?

This role is quite flexible so you and your fundraising manager can agree your time commitment, depending on what you're interested in doing.

#### What support and guidance will you provide?

- You will receive a full briefing and induction information when you join us, giving you background on who we are and what we do
- You will have regular catch ups with your fundraising manager and opportunities to meet with other volunteers and supporters in the area

- We will provide any other training you need to complete the role including presentation training, information about Macmillan's work and service provision with regular updates on local and national developments

**Will my expenses be paid?**

- We refund volunteers' "out-of-pocket" expenses within agreed guidelines, please contact us if you would like any further information about this.

**Where will I be based?**

You will be based at home/in the local community but you are welcome to visit the fundraising office to meet the local team.

**Will I need my own transport?**

Having your own transport is very useful especially if you are attending evening events.

**For more information please contact Jane Curry on 0191 2145444**