

Macmillan Cancer Support: Volunteer Role Description and skills profile

Role title: **Macmillan Representative**

Why do you need me?

- To support the community fundraising activities of Macmillan and to be an Ambassador for the work of the charity in supporting people affected by cancer.

What activities will I be involved in?

- **Role varies according to location and is flexible to take account of what you are happy to and/or are able to do - so you could be involved in all, or just some of, the following activities**
 - Distributing promotional leaflets (general / national event / local event / legacy)
 - Coordinating public collections and servicing collection tins
 - Collecting foreign coins
 - Collecting and delivering Macmillan merchandise to supporters
 - Giving presentations (to community organisations / schools)
 - Distributing standing order forms
 - Recruiting supporters and volunteers for the charity
 - Providing support to the Macmillan committees
 - Collecting funds on behalf of the charity
 - Providing general support to the charity when requested
- You will choose/be assigned a geographical area in which to carry out these activities (as small or as large as you are happy with!)

What skills and abilities will I need to have?

- Good knowledge of local area
- Good communication skills
- Ability to work on own initiative

What are the goals?

- To provide effective support to volunteers active in the community on Macmillan's behalf. To increase awareness and knowledge of Macmillan through your activities.

How much time should I offer?

- As much or as little time as you can give with enthusiasm and willingness to get involved and become part of the team.

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

- Flexible times

Where will I be based?

- In and around your local area.
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Will I need my own transport?

- Not necessarily but access to vehicle/good transport links an advantage

What are the benefits to me?

- Meeting and working with new people
- Learning new skills whilst having fun!
- Getting more involved in and making a difference to your local community
- Helping people affected by cancer

Is there an induction and training?

- Information pack and induction provided to help familiarise you with the work of the charity and the fundraising team
- We will provide any training you need to complete the role

What ongoing support/guidance will there be?

- Fully supported by the Fundraising Manager, and fundraising team
- Opportunities to meet and network with staff and fellow volunteers during the year
- You will be updated on the success of the team!

Will my expenses be paid?

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

What's the next step?

- Fill out an application form and we will then arrange for you to come to the office for an informal chat. Any questions please contact Lorna Willis or Luke Wheeler on 01603 724360