

Macmillan Cancer Support: Volunteer Role Description and skills profile

Role title: **Office Administrative Assistant**

Why do you need me?

Our Macmillan local fundraising office in the Newcastle area is looking for a volunteer to join the friendly and enthusiastic team to help us with essential office administration.

Macmillan currently reaches around half of those living with cancer who need our care and support. Our ambition is to grow to reach out to everyone who wants or needs us. To enable this to happen, we need to raise more money and increase awareness of what we do – all of which means we also need more administrative support. From maintaining accurate databases to banking donations and ensuring that our supporters are promptly thanked, your help will make a big difference to both our fundraising team and our local supporters!

What activities will I be involved in?

- Answering phones and making calls to promote local Macmillan events
- Sending out fundraising materials to supporters
- Researching and assisting with mail-outs
- Filing and scanning documents
- Updating records on Macmillan's database
- Counting coins
- Other ad hoc admin duties as needed

What skills and abilities will I need to have?

- A clear, polite and confident telephone manner
- Excellent communication skills
- Organisational skills
- Attention to detail
- Microsoft Excel and Word skills and the ability to learn to use databases
- Adherence to Macmillan's policies, including health and safety, equal opportunities, confidentiality and financial guidelines
- An interest in cancer care and the services that Macmillan provides

What are the goals?

- To ensure that Macmillan's records and databases are accurate
- To enable the fundraising team to run smoothly and build unrivalled networks within the local community, so reaching more people affected by cancer and improving more lives.

How much time should I offer?

- ½ a day per week

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

- You would need to be available during office hours on one of the following:
 - Monday afternoon
 - Tuesday morning
 - Wednesday afternoon
 - Thursday morning.

Where will I be based?

- You will be assisting at the Macmillan North East office, 4th Floor Wingrove House, Ponteland Road, Newcastle Upon Tyne, NE5 3DE

Will I need my own transport?

- Only to get to and from the Macmillan North East office

What are the benefits to me?

- Developing your organisational, customer service and admin skills
- Developing your IT skills
- Adding to your CV
- Meeting new people and being part of an enthusiastic and supportive team
- Opportunities to become more involved in other volunteering/areas of the charity's work
- 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
- Guidance on answering telephone and other office administrative procedures
- Other training to complete your role as needed

What ongoing support/guidance will there be?

- Fully supported by the Fundraising Support Assistants and fundraising team
- Opportunities to meet and network fellow volunteers during the year
- 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?

Please go to the link below to apply and return your form to:

Carol Dougan
4th Floor, Wingrove House
Ponteland Road
Newcastle Upon Tyne
NE5 3DE

[application form \[word, 348kb\]](#)

For more information please contact Carol on tel: 0191 214 5444 or email: cdougan@macmillan.org.uk

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