

Macmillan Cancer Support: Volunteer Role Description and skills profile

Role title: **Speaker**

Why do you need me?

Macmillan's ambition is to reach everyone affected by cancer who wants or needs us by the end of 2010. At the moment we are only reaching half of these people and we need your help to grow. As a Macmillan Speaker you will be a key part of our community fundraising activities in the Leeds area, representing the charity to schools, community organisations, corporate partners and groups of varying size, communicating our key messages and ensuring they know they are valued for their support.

What activities will I be involved in?

- Giving school talks to classes and assemblies
- Doing talks to community organisations who have supported or who are considering supporting Macmillan
- Attending cheque presentations or local events on behalf of Macmillan and officially thanking donors and hosts for their support
- Seeking or facilitating approaches to local organisations and schools, as planned with your Fundraising Manager, to proactively identify opportunities for talks
- Identifying and developing potential fundraising opportunities within local groups

What skills and abilities will I need to have?

- Confident speaking in front of groups of adults and/or children
- Good communicator with interest/experience in public speaking
- Outgoing, bright personality
- Ability to use own initiative and work unsupervised
- Knowledge of local groups a bonus but not essential
- An interest in cancer care and the services that Macmillan provides

What are the goals?

- To build strong community links and awareness of Macmillan in Leeds
- To help to grow the number of fundraisers and volunteers in Leeds and fundraising income, helping to reach more people affected by cancer
- To ensure our supporters feel special and continue to stay involved

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?

- The role requires some flexibility as some talk requests may be during the day e.g. schools or rotary clubs and others in the evening.

Where will I be based?

- In and around your local area.

Will I need my own transport?

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

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.
- Presentation training is provided to ensure you feel confident in communicating Macmillan's messages

What ongoing support/guidance will there be?

- Fully supported by your Fundraising Manager and fundraising team
- Opportunities to meet and network with staff and fellow volunteers during the year
- Regular updates about Macmillan's work, service provision, campaigns and events
- You will be updated on the success of the team!

What are the benefits to me?

- Meeting and working with new and inspiring people across the community
- Going to local events
- Learning new skills whilst having fun!
- Adding to your CV
- Getting more involved in and making a difference to your local community
- Helping people affected by cancer
- Potential to get more involved with Macmillan in areas that interest you

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

Your volunteering with us means that:

- The people you contact have a positive experience of raising funds for Macmillan
- You will help more people understand the support that they, their friends and loved ones can get from Macmillan
- The fundraising team can focus their efforts on raising more money to channel into our services for people affected by cancer

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.

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 **Jamie Strachan on 01924 232442**

Date prepared: 15/2/2010