

Macmillan Cancer Support: Volunteer role description and skills profile

Role title: **Running Events Assistant**

Why do you need me?

You'll help to grow the number of runners in key running events such as the Women's and Men's 10ks and the Great Scottish Run.

What activities will/could I be involved in?

- Coordinating promotional events
- Calling supporters to thank them
- Coordinating cheering points at running events
- Recruiting volunteers for cheering points
- Coordinating mailers
- Distributing information in the local area
- Organising photocalls
- Sourcing case studies
- Writing press releases

Is there an induction and training?

- You will receive an induction when you start.
- We will provide any training you need to complete the role.

What ongoing support/guidance will there be?

- Named person in the office to answer questions;
- Relevant training and guidance provided;
- You will be updated on the success of the team.

What skills and abilities will I need to have?

- Excellent communication and interpersonal skills
- A drive to achieve goals
- Good organisational skills and time management
- Possibly some experience of organising events or promotions
- Possibly an interest in running or running events

What are the objectives?

- More people running for Team Macmillan
- More money raised for people affected by cancer from running events
- More media coverage of people running for Macmillan

How much time should I offer?

- This is likely to vary between 2-3 days a week depending on the availability of the right candidate and the running events workload at differing times of year. This role will include activity on some weekend days. This role has the potential to run until October 2010 or beyond depending on the availability of the right candidate.

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

- You would generally need to be available during office hours however some weekend activity is very likely.

Where will I be based?

- You will be based from our West of Scotland fundraising office in Clydebank however the role will involve travel around the greater Glasgow area.

Will I need my own transport?

- Yes.

What are the benefits to me?

- The benefits can vary, depending on your situation.

- The benefits this role offers include:
 - learning new skills, in particular events management, PR and media
 - meeting and working with new people
 - having fun
 - making a difference to your local community.

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

- Your volunteering with us will mean that:
 - the people you contact have a positive experience of raising funds for Macmillan Cancer Support
 - more and more people run for Team Macmillan
 - Macmillan has a greater presence in the local community and at local running events
 - There is more media coverage of Team Macmillan and of Macmillan Cancer Support
 - More money is raised to help people living with cancer and their families.

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 download and complete the application form on the Macmillan West of Scotland page and send it to rcartwright@macmillan.org.uk or Macmillan Cancer Support, Erskine House, Clydebank Business Park G81 2DR contact Rob Cartwright

We welcome volunteer applications at all times but hope to fill this post by: 1 March 2010

Date prepared: 9 February 2010