

INTERNSHIP SCHEME

Macmillan Cancer Support: Volunteer Role Description and skills profile

Role title: **Public Affairs Internship**

Why do you need me?

The Public Affairs Team at Macmillan work to represent the needs of the 2 million people living with cancer in the UK to key decision-makers and opinion-formers in Westminster and Whitehall. In the last year the team has expanded from two to five and has a busy programme of work to effect change in public policy and influence the new Government and opposition.

We are looking for someone interested in a career in public affairs, who will value and make the most of the opportunity to work in a dynamic and effective team in a leading national charity.

What activities will I be involved in?

Parliamentary monitoring – you will be monitoring government legislation and activity relevant to Macmillan. You will help the Assistant Public Affairs Officer where appropriate in providing written and oral briefings for internal and external audiences.

Social media – you will be assisting the whole Public Affairs Team with digital monitoring and online communication. You will also be responsible for monitoring Macmillan's internal press review for relevant articles.

All Party Parliamentary Group on Cancer (APPGC) – you will be assisting the Assistant Public Affairs Officer in the coordination of this active and influential group in Parliament, including helping to organise the annual Britain Against Cancer conference.

Political Party Conferences – you will provide assistance to the Public Affairs Team in the organisation of Macmillan's presence at party conferences.

Administrative support – you will be providing administrative support to the Public Affairs Team as required.

What skills, interests and abilities do I need to have?

- An active interest in politics, Parliament and the policy making process
- Strong organisational skills with a proven ability to meet deadlines and attention to detail
- Strong written and verbal communication skills
- A professional attitude and willingness to work as part of a team
- Enthusiasm for the cause and ability to represent Macmillan Cancer Support
- Willingness to follow Macmillan policy e.g. health and safety, equal opportunities, confidentiality and financial guidelines
- Proficiency in Microsoft Office (Outlook, Word and Excel)

What are the goals?

- To help the Public Affairs Team influence decision makers in Westminster and Whitehall to improve the lives of people affected by cancer
- To help deliver a successful and productive year of activity for the APPGC
- To help the Public Affairs Team effectively communicate its work through social media

What are the benefits to me?

This is a unique opportunity for anyone interested in a career in Public Affairs and those wanting to move into charity sector. You will:

- Gain experience of how a big, successful national charity works and access our database of employment opportunities
- Gain insight into how to establish, coordinate and deliver a successful public affairs campaign
- Gain a valuable insight into the workings of a successful Public Affairs team and the work of this team within the wider directorate of Campaigns, Policy and Public Affairs.
- Find out how the Public Affairs Team fit into the wider Macmillan team and how the team contribute to Macmillan's ambition to reach everyone living with cancer
- Develop your skills in communicating and liaising, planning and strategy, event management, maintaining databases, time management and general office skills
- Gain valuable experience for your CV through working at a well known organisation and in a very competitive industry

How much time should I offer?

- This is a full time role, Monday to Friday, from 9am – 5pm
- The placement is for a minimum of 3 months

Where will I be based? Will I need my own transport?

- You will be based in our office at 89 Albert Embankment, London, SE1 7UQ but may also spend some time working with our Regional Public Affairs and Campaigns Officer in our Hammersmith office in Cambridge House, 100 Cambridge Grove, London, W6 0LE.
- You will not need your own transport. Both offices are a short distance from good public transport networks.

Is there an induction and training?

We will ensure you have the training and information you need through:

- An induction to help familiarise you with the work of the charity and the Public Affairs team specifically
- Training on our databases

What ongoing support/guidance will there be?

- Fully supported by a designated member of the team who will always be available to answer questions and provide feedback
- Opportunities to meet and network with staff and volunteers during the placement

Will my expenses be paid?

The internship is unpaid but we pay volunteers' "out-of-pocket" expenses within agreed guidelines which should cover your lunch and travel.

What's the next step?

You need to fill out an application form and send it to us by **Thursday 29 July 2010**.

Candidates who have been shortlisted for interview will be contacted on Friday 30 July 2010.

Interviews will take place on Tuesday 5 or Wednesday 6 August. The expected start date

for the role is Monday 9 August 2010. For further details please call Beth Capper on 020 7091 2068 or email BCapper@macmillan.org.uk