

Monster Bike and Hike **Research and Telephone Support**

Why we need you?

We are looking for a committed individual to take on the role of Research and Telephone Support Volunteer for Maggie's best charity adventure challenge, Monster Bike and Hike.

What will I be doing?

- Supporting the corporate team at Maggie's to encourage former corporate team participants to take part in Monster 2010 by:
reviewing past participant lists to identify potential contacts who have not yet signed up for Monster 2010
 - contacting and finding out what can do to encourage participation, offering support, materials, information (this part of the role will be supported by corporate team once you have identified prospects)
 - follow-up calls and helping Supporter Care Team process registration details
- Supporting corporate team with calls to teams that have already signed up to Monster 2010 to assist with fundraising tips, providing information for event, passing on key messages (as supported by corporate team/through script)

What skills and attributes do I need?

For this role you will ideally have

- Excellent communication skills
- Good I.T. skills, with experience on excel and database
- A confident, cheerful telephone manner
- Ability to work as part of a team
- Outgoing, proactive and self motivated

What support will I be given?

You will receive training necessary to carry out your role along with an induction into the team and what we do.

How much time do I need to commit?

Immediate start. Flexible hours. Ideally volunteering for two days a week over a period of three months.

What benefits can I expect?

- The satisfaction of knowing that you are making a valuable contribution to Maggie's Cancer Care Centres across the UK.
- The opportunity to develop new and existing skills and gain working experience in events fundraising.
- The opportunity of meeting new people and work as a part of a dedicated team.
- Maggie's volunteers do not receive any payment for their work but are able to claim expenses so they are not out of pocket. For example, volunteers can claim previously agreed travel expenses and, if devoting a full day to the charity, the cost of a sandwich lunch.

Where will I be based?

You will either be based in Maggie's Office in either London or Glasgow.

Contact Details

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Volunteer Co-ordinator

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