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| **Role title:** | Community & Fundraising Volunteer |
| **Suggested involvement** | As needed basis |
| **Line Manager:** | Centre coordinator |

**Role summary:**

As a **Community Volunteer**, you will play a vital role in supporting Macmillan Cancer Support Jersey’s fundraising and community engagement efforts. By collecting and replacing donation pots and updating leaflet displays in key locations, you will help raise awareness of our services and ensure vital funds continue to support people affected by cancer in Jersey.

This is a great opportunity for someone who enjoys being out and about in the community and wants to give back in a meaningful, flexible way.

**Main tasks:**

Collect and replace Macmillan Jersey fundraising donation pots from community locations.

Ensure full donation pots are returned to the Macmillan Jersey fundraising office or designated drop-off point.

Update and replenish Macmillan information leaflets and promotional materials at GP surgeries, pharmacies, hospitals, and other public settings.

Report any issues or feedback from collection points (e.g. broken pots, full leaflet holders).

Assist with other occasional ad-hoc support tasks as requested by the Volunteer Coordinator or team (e.g. delivering posters, helping with local awareness campaigns).

Maintain accurate records of collection locations and visits (a log sheet or digital tracker may be used).

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| **Preferred qualities and skills**  *Necessary:*   * Friendly, approachable, and reliable. * Confident engaging with the public and local businesses. * Organised and able to work independently. * Trustworthy, especially when handling donation pots. * Good local knowledge of Jersey (or willingness to travel across the island). * Access to own transport is desirable but not essential. |  |  |
| **Additional Information** | |  |
| All volunteers will receive an induction and guidance on Macmillan Jersey’s values, data protection, and handling donations.  Basic equipment (leaflets, collection pots, etc.) will be provided.  Travel expenses can be reimbursed in line with our volunteer policy.  You will be supported by Macmillan Jersey’s Volunteer Coordinator and wider team.  This role can be adapted to suit your availability and comfort level. | |  |

**Interested?**

If you’re passionate about supporting people affected by cancer and want to help in a practical way, we’d love to hear from you. Please email us at [Admin@macmillanjersey.com](mailto:Admin@macmillanjersey.com) to apply or for more information.