



Volunteer Role Profile	
Job Title:	Leaflet Distributor
Hours of Work:	Flexible
Base:	Community Based
Department:	Retail
Accountable To:	Simon Lindley
Responsible For:	To help raise awareness of the Hospice Retail Hub and the donations that are required to support our services
Job Purpose:	This role plays an important part in supporting the Hospice to generate vital income and awareness for the hospice and the people it supports.
Organisational Summary	<p>Barnsley Hospice is a charity that provides specialist palliative and end of life care to hundreds of local people and those close to them each year. Our main priority is to achieve the best possible quality of life for people living with a life- limiting illness, whilst supporting those close to them during the period of illness and bereavement. As a specialist care provider, the range of skills we offer include, pain and symptom management, emotional support and end of life care. The hospice currently employs about 100 people and has a team of volunteers, based both at the hospice and within our Retail Hub.</p> <p>We are committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community. We particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQIA+ candidates and candidates with disabilities because we are committed to increasing the representation of these groups at Barnsley Hospice.</p>
<p>Key Duties and Responsibilities</p> <ol style="list-style-type: none"> 1. Deliver promotional leaflets to households in the Barnsley area as specified by the Retail Hub Manager 2. Maintain an accurate list of leaflet distribution areas 3. Promote and positively represent Barnsley Hospice when speaking with members of the public or local organisations. 	

General

1. To undertake any other duties, commensurate with the role as required by the Hospice management.
2. To act as an ambassador of the Hospice, maintaining honesty, integrity and trustworthiness at all times.
3. The post holder will be expected to maintain strict confidentiality at all times.
4. The post holder will ensure that they are aware of and apply health and safety and fire precautions.
6. The post holder is to ensure data protection is maintained at all times.
7. The post holder will be flexible in terms of working hours in order to meet service needs.

N.B - This role profile is not an exhaustive list but it shows many of the aspects to this role.

Other Responsibilities:

1. Friendly and approachable with good communication skills.
2. Confident speaking with members of the public.
3. Enthusiastic about supporting charitable causes.
4. Comfortable volunteering independently or with others.
5. Reliable, organised and conscientious.
6. Able to travel locally on foot, by bike, or by car to deliver materials

PERSON SPECIFICATION	
Knowledge and educational achievements:	
<ul style="list-style-type: none"> • Previous experience distributing leaflets welcome no not essential • A good familiarity with the local residential • Enthusiasm for the organization's goals 	Desirable.
Experience and work achievements:	
Skills and abilities:	
<ul style="list-style-type: none"> • Friendly, polite, and approachable manner, suitable for interacting with community members • Able to walk for extended periods, or deliver by bicycle, and carry a quantity of leaflets • Capable of maintaining accurate records of which streets or houses have been covered • Ability to work independently without direct supervision 	
Personal attributes:	

<ul style="list-style-type: none">• Committed to completing the allocated route• Dedicated to ensuring materials are delivered correctly and not dumped• Honest and trustworthy.• Flexible and reliable.	
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Our Values and Behaviours:	
<p>Ambition: <i>We aim high and look for ways to improve ourselves, our services, reach more people and play a leading role.</i></p> <ul style="list-style-type: none"> • We set high standards for ourselves and the services we provide. • We seek every opportunity to learn: from our successes and our mistakes. • We take a flexible and creative approach when seeking opportunities and solutions. <p>Collaboration: <i>We are inclusive and work in partnership with others to achieve shared goals and get the best outcome possible.</i></p> <ul style="list-style-type: none"> • We value diversity in its broadest sense and take meaningful action to create an inclusive environment. • We seek out and nurture partnerships so we can achieve more together. • We are welcoming and friendly. <p>Compassion: <i>We are caring and treat everyone with kindness and respect.</i></p> <ul style="list-style-type: none"> • We show empathy and consideration towards others. • We are genuinely caring and respectful in our interactions with others. • We are generous with our time and attention, and value the people around us. <p>Integrity: <i>We are honest, communicate clearly and openly, and take responsibility.</i></p> <ul style="list-style-type: none"> • We are open and honest with ourselves and others. • We are trustworthy and reliable and deliver on our promises. • We are professional and 	<p>Assessment method – application form and interview</p>

take our responsibilities
seriously.