

**VOLUNTEER
ROLE PROFILE**



Role Title:	Fundraising – Events Team	Date:	Jan 2023
Department:	Fundraising	Manager:	

Role Purpose:

To assist the Fundraising team with the promotion and delivery of all Hospice and supporter led events in accordance with the hospice policies and procedures.
To be aware of the important role volunteers play in promoting Barnsley Hospice's strategic mission, vision and values.

KEY TASKS AND RESPONSIBILITIES within PORTFOLIO OF DUTIES

Functional responsibilities of Role:

(Please note you only carry out the areas that you feel comfortable with)

1. To support and assist the fundraising team on events throughout the year such as; Light up a life, Tombola Stalls & Coffee Afternoons.
2. To support the community and Barnsley Hospice in bag packing, donation days and collection events at local supermarkets, shops and town centres.
3. To support the fundraising team at Cheque Presentations.
4. To assist the fundraising team on community talks to different groups across the region. (optional)

Volunteers must:

1. Maintain complete confidentiality at all times.
2. Be fully compliant with the Fire Action Plan wherever they are attending

Training/General Information

Volunteers Handbook
Events Health & Safety Handbook
Mandatory Volunteer training as required

Times: -

This role may include evening and weekend work

Personal Requirements

Essential

- Flexible
- Able to use Initiative
- Able to work alone and part of a team
- Fun, Friendly / Personable
- Quick and eager to learn

Desirable

- Knowledge of the Hospice events
- Knowledge of geographical area

Disclaimer

Volunteering is a mutually beneficial arrangement, but it is not intended to give rise to contractual obligations on the part of either the Hospice or the volunteer.

