

Role Profile

Job title:	Fundraising General Volunteer
Department:	Fundraising
Reporting to:	Fundraising Manager

Role summary

Support the fundraising team in the smooth running of the department.

Organisation summary

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.

Key duties & responsibilities

Functional responsibilities of Role:

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

- Administrative tasks.
- Various seasonal tasks helping to prepare for different fundraising initiatives.
- Contacting our supporters via telephone when needed.

Other Responsibilities

- To act as an ambassador of the Hospice, maintaining honesty, integrity and trustworthiness at all times.
- Comply with the Barnsley Hospice Code of Conduct.
- Maintain complete confidentiality at all times.

Person Specification

Job title:	Fundraising General Volunteer	
Department:	Fundraising	
Reporting to:	Fundraising Manager	
Role summary:		
Support the fundraising team in the smooth running of the department.		
Knowledge, Skills and Experience	Essential	<ul style="list-style-type: none">• Good written and verbal communication skills.• Good organisational and time management skills.• Computer literate.• Able to work within a team.• Able to use own initiative.• Able to give constructive feedback to volunteers and staff.• Honest and trustworthy.
	Desirable	
Personal qualities	Essential	<ul style="list-style-type: none">• Approachable manner.• Compassion and empathy.• Honest and trustworthy.• Good interpersonal skills.• Motivated and enthusiastic.
	Desirable	