



Job Description

Job title:	Fundraising Community Events Volunteer
Department:	Fundraising
Reporting to:	Fundraising Manager
Role summary:	
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.	
Organisation 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>	
Key duties & responsibilities	
<ul style="list-style-type: none">To support and assist the fundraising team on events throughout the year such as; Light up a life, Tombola Stalls & Coffee Afternoons.	



- To support the community and Barnsley Hospice in bag packing, donation days and collection events at local supermarkets, shops and town centres.
- To support the fundraising team at Cheque Presentations.
- To assist the fundraising team on community talks to different groups across the region. (optional)
- Be fully compliant with the Fire Action Plan wherever they are attending

Other Responsibilities:

- To undertake any other duties, commensurate with the role as required by the Hospice management.
- To act as an ambassador of the Hospice, maintaining honesty, integrity and trustworthiness at all times.
- Comply with the Barnsley Hospice Code of Conduct.
- The post holder will be expected to maintain strict confidentiality at all times.
- The post holder will ensure that they are aware of and apply health and safety and fire precautions.
- The postholder will ensure that safeguarding procedures and relevant good practice guidelines are followed at all times.
- The post holder will be flexible in terms of working hours in order to meet service needs.



Person Specification

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Knowledge and Skills	Essential	<ul style="list-style-type: none"> • Team ethic and able to work flexibly and effectively to support colleagues. • • Able to use Initiative • • Able to work alone and part of a team
	Desirable	<ul style="list-style-type: none"> • Events experience
Personal qualities	Essential	<ul style="list-style-type: none"> • Approachable manner • Fun, Friendly / Personable • Quick and eager to learn • Compassion and empathy • Motivated and enthusiastic
	Desirable	

This job description is not an exhaustive list but it shows many of the aspects to this role.