

## Role Profile

<b>Job title:</b>	General Fundraising Volunteer
<b>Department:</b>	Fundraising
<b>Reporting to:</b>	Fundraising Team
<b>Role summary:</b>	
<p>Support our fantastic Fundraising Team and make a difference to the local community. As a charity, we rely on an array of fundraising activities to ensure we can continue providing specialist care and support for the people of Barnsley for many years to come. As General Fundraising Volunteer, you will have the opportunity to help out with an array of different tasks, learn new skills and make new friends. Tasks may vary from assisting with administrative tasks in our Fundraising Office or helping to prepare tombolas for events. Either way, you will be helping to ensure our fundraising activities can continue to grow and raise vital income for the hospice.</p> <p>Giving up a few hours of your time regularly makes a world of difference to us, and we're sure you'll enjoy it too.</p>	
<b>Organisation summary</b>	
<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>	
<b>Key duties &amp; responsibilities</b>	
<p>No two days are the same as a #TeamHospice Volunteer, here are some examples of what we may expect of you as a General Fundraising Volunteer:</p>	

- Helping us to get ready for fundraising events, supporting with tasks such as preparing tombolas, assembling event packs and contacting local businesses to request raffle prizes.
- Supporting with stock takes of our branded items and other marketing materials.
- General administrative tasks, such as photocopying, scanning, laminating and filing.
- Working with the team to keep our office space neat and organised.
- Supporting with the counting and checking of monetary donations as required.
- Communicating with other volunteers via telephone to arrange sufficient coverage at events.
- Helping us to thank our wonderful donors via telephone.
- Attending community events to deliver cheque presentations and celebrate our supporter's fundraising efforts.

#### **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 is to ensure data protection is maintained at all times.
- The post holder will be flexible in terms of working hours in order to meet service needs.

#### **Training/General Information**

- DBS Check is required for this role.
- References are required for this role.

- The following training will be provided by Barnsley Hospice:
  - Roles and Responsibilities of a Volunteer
  - Data Security Awareness for Volunteers
  - Fire Safety for Volunteers
  - Health, Safety and Infection Prevention and Control for Volunteers
  - Equality, Diversity and Human Rights for Volunteers
  - Safeguarding Adults for Volunteers
  - Safeguarding Children for Volunteers
  - Preventing Radicalisation (Basic Awareness) for Volunteers

### Person Specification

<b>Job title:</b>	General Fundraising Volunteer	
<b>Department:</b>	Fundraising	
<b>Reporting to:</b>	Fundraising Team	
<b>Knowledge, Skills and Experience</b>	Essential	<ul style="list-style-type: none"> <li>• Able to work flexibly and effectively to support colleagues.</li> <li>• Able to use initiative.</li> <li>• Able to work alone and part of a team.</li> <li>• Attention to detail.</li> <li>• Confident telephone manner</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>• Cash handling experience.</li> <li>• Confident using computers, including Excel and Word.</li> </ul>
<b>Personal qualities</b>	Essential	<ul style="list-style-type: none"> <li>• Approachable manner.</li> <li>• Friendly, trustworthy and reliable.</li> <li>• Quick and eager to learn.</li> </ul>

		<ul style="list-style-type: none"><li>• Compassion and empathy.</li><li>• Motivated and enthusiastic.</li></ul>
	Desirable	

***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.*