

Volunteering with Wakefield Hospice...

## Role Description:

### Wakefield Hospice Fundraising Administration Assistant

**Volunteer role in:** Fundraising Office

**Volunteer responsible to:** Fundraising Manager

**Volunteering location:** Wakefield Hospice

**Supported by:** Fundraising Team / Volunteer Services

#### Summary of Role:

To assist the Fundraising staff with general administration and organisation

#### Usual role hours/shift:

Monday - Friday various shifts

#### Reporting absences:

If you are unwell, going on holiday or are otherwise unable to undertake your shift, please contact the Fundraising Department or the Volunteer Services department as soon as possible.

#### Volunteers may be asked to help with:

- Word processing, data entry, proof reading, photocopying, laminating, filing and other office processes
- Processing of mail-outs
- Preparation in the lead up to events and helping to prepare events boxes
- Delivering and collecting collection boxes.
- Making stock checks
- Delivering and collecting Easter Eggs, Christmas Hampers, calendars etc to supporters in the community and collect income
- Preparing tombolas, hampers and advertising boards
- Distributing advertising boards and banners around Wakefield in the run up to events.
- Help with telephone canvassing

#### Volunteers must:

- Maintain the Hospice code of confidentiality in regard to service users, their families and carers and all business matters
- Observe and implement the Hospice policies on fire, health and safety, manual handling, infection control, safeguarding and cash handling, reporting any hazards or concerns promptly

- Participate in mandatory training and training deemed necessary for specific roles

### Training:

The Hospice is committed to the ongoing training and development of volunteers, aiming to provide appropriate training for all volunteers in order to meet statutory obligations, ensure volunteers are well supported in performing their role and to provide opportunities to undertake additional training for personal development. The Voluntary Services department will ensure that volunteers are informed of, and booked on to, all mandatory and statutory training.

### Mandatory and statutory training identified for this role:

- Volunteer Induction
- Mandatory training

### Person Specification / skills required

Volunteers in this role need to be enthusiastic, adaptable, well-organised and methodical. They should be moderately fit and be able to work as part of a team

**To apply for the role, please complete a Volunteer Application form and return to Sophie Baker, Wakefield Hospice Volunteer Services Coordinator.**

**Email:** [vs@wakefieldhospice.co.uk](mailto:vs@wakefieldhospice.co.uk)

**Post:** FAO Sophie Baker, Wakefield Hospice, Aberford Road, Wakefield, WF1 4TS