

Volunteering with Wakefield Hospice...

## Role Description:

### Wakefield Hospice Fundraising - Events

**Volunteer role in:** Fundraising Events - Income Generation

**Volunteer responsible to:** Fundraising Manager / Events Organiser

**Volunteering location:** Various locations

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

#### Summary of Role:

To work under the direction of the Fundraising team to ensure the success of events and income generation. Most events take place outdoors and PPE or corporate clothing will be issued where appropriate.

#### Usual role hours/shift:

Varies dependent on event

#### 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:

- Set up, clear away, and man a variety of stalls at events
- Bag pack at supermarkets / high street stores and in businesses
- Sell raffle tickets
- Act as marshals
- Supervise car parking
- Participate in bucket collections
- Register participants at events
- Issue receipts
- Undertake any other reasonable requests deemed appropriate by the event organizer

### 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 physically fit, flexible and adaptable. Good communication skills, team working and enthusiasm for promoting the Hospice are essential.

**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