

Volunteering with Wakefield Hospice...

Role Description:

Wakefield Hospice Munchkin Trailer Set Up & Driving

Volunteer role in: Income Generation

Volunteer responsible to: Business Catering Lead / Fundraising Department

Volunteering location: Various - on event location

Supported by: Catering Manager / Assistant Manager / Volunteer Services

Summary of Role:

To hitch up and tow the Munchkin catering trailer to events, unhitching and siting the trailer safely. Returning the trailer to the Hospice at the end of the event.

Usual role hours/shift:

Varies - event locations

Reporting absences:

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

Volunteers may be asked to help with:

- Driving a hospice vehicle
- Hitching, unhitching and safe siting of a 'horse box' style trailer
- Fitting and releasing security devices on the trailer - hitch lock and wheel clamp
- Assisting with the event until time to return the trailer

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
- Driver Declaration Checks

Person Specification / skills required

Competence, confidence and relevant experience of hitching, unhitching and towing of a trailer.

Excellent driving skills, awareness of height and length of van and trailer.

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

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