

St Elizabeth Hospice

The Big Hoot volunteer

Volunteer Role Description



Role: The Big Hoot volunteers

Location: Various in Ipswich

Staff Member Link: Fundraising Team

Purpose of Roles

Our Big Hoot volunteers are an important part of our team who will help ensure the success of The Big Hoot 2022, Wild in Art trail in Ipswich.

We have a number of volunteer roles to help us with our planning, events and activities leading up to the trail and then working with us during the trail itself during the summer of 2022. If you like meeting people, driving, helping at events, selling merchandise or administration then we have a volunteer role for you!

In all that you do as a volunteer you will act as an ambassador for St Elizabeth Hospice and The Big Hoot trail and you will help us to raise awareness about the work of St Elizabeth Hospice and the Big Hoot and Little Hoot trail.

Key Activities will be dependent on your role but could include:

- Driving support to help deliver our Little Hoots to schools and community groups taking part
- Providing support at events from registering guests, stewarding, handing out information
- Helping with administration, packing up materials, making phone calls
- Distributing leaflets and posters to local business
- Selling of merchandise at our pop up shops during the trail
- During the Big Hoot Trail engage with the public and answer any questions on the artwork and location of the sculptures
- Handing out and distributing trail maps and other information
- Answering questions and generally promoting the trail, the charity and Ipswich
- Helping with the maintenance of our sculptures
- Helping with our fundraising, assisting with collections, spotting at the auction

Organisational Responsibilities

- To work within the policies of the hospice and act within Care Standards at all times
- To uphold the hospice and individual team values at all times
- To ensure effective use of resources
- To participate in the hospice education programme and attend training courses as required
- To respect at all times the confidentiality of information covering patients, staff and volunteers
- To play an active part in the development and maintenance of good relationships with all who have business with the hospice
- To promote the hospice Philosophy of Care towards patients, relatives and visitors
- Generally to contribute towards ensuring a safe environment for all persons on the premises
- Because of the special nature of the hospice and its work you may on occasion be asked to undertake other duties to help maintain our high standard of care

Date of review by Staff Member Link: CJ 14.05.2021

Volunteers are required to respond positively to all reasonable instructions given by Link Members or other members of hospice staff. While volunteer suggestions and opinions are always welcomed, the responsibility for operational and strategic decisions lies with the hospice management.

Personal Qualities

Attributes	Essential/Desirable	Qualification and training to be provided
Skills and Abilities	E - A good level of fitness (a lot of walking is required over the shift period) E - Ability to communicate at all levels D – driving licence and use of car	
Knowledge and Experience	E - Knowledge of St Elizabeth Hospice D - Knowledge of Ipswich town centre and the Waterfront E – Knowledge of using word, excel and mobile phone	
Attitudes and Values	E - Approachable, friendly, organised	
Qualifications and Training		eLfh Modules - Roles and Responsibilities of a Volunteer, Communications for Volunteers, Health, Safety and Infection Prevention and Control for Volunteers, Data Security Awareness for Volunteers, Conflict Resolution for Volunteers, Fire Safety for Volunteers, Equality, Diversity and Human Rights for Volunteers, Moving and Assisting for Volunteers, Safeguarding Adults for Volunteers. Ihasco modules – Lone Working OUT OF the work place

**DBS -
NO DBS NEEDED**