

St Elizabeth Hospice

Volunteer Role Description



Role: Events Helper

Location: Various

Staff Member Link: Events and Challenges Manager

Purpose of Role and Service

To work with the Fundraising team by attending and supporting events

Key Activities

- To attend local Fundraising events, promoting awareness of St Elizabeth Hospice
- To raise funds on behalf of the Hospice via the promotion of fundraising initiatives
- To fulfil various duties at events such as marshalling, car park attendance, registration of participants, etc.
- To assist with the set up and pack down of equipment if able
- To promote awareness of the hospice
- To promote future fundraising events
- To be aware of Health & Safety and risk assessments when using Gazebo, etc.
- Events are mainly on weekends and some are evenings. Due to the timings of some events there may be an age limit for some events

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

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.

At events we use photography and video to help promote the event and also to create memories for those who take part. This comes from a wide range of sources (including other participants and spectators) on a voluntary basis and is sometimes not arranged by St Elizabeth Hospice. Publicity consent is not sought at events; however, if approached by a photographer or videographer we would ask that you participate in good spirits, if you do not wish to be filmed or photographed, please politely decline when approached or bring the matter to the attention of a member of our staff. We do, however, reserve the right to use footage or images supplied to us where you might be included.

Personal Qualities

Attributes	Essential/Desirable	Qualification and training to be provided
Skills and Abilities	E - Good communication and people skills	
Knowledge and Experience	D - Support of previous fundraising events within the charity sector	
Attitudes and Values	E - Supportive of hospice values	
Qualifications and Training		<p>e- LfH is available if requested by the volunteer (<i>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.</i>)</p> <p>Receive briefing pack before the event from the events team</p> <p>Must attend on site briefing before the event starts</p>