



St Elizabeth Hospice

Volunteer Role Description

Role: Art Trail Driver

Location: Ipswich, Suffolk and beyond!

Staff Member Link: Abby Muhs-Brown

Purpose of Role and Service:

Drivers are needed to escort the hare sculptures to sponsors, artists and events. Many of the journeys will be within Suffolk, some deliveries may be required to artists around the country. The hare sculptures are large, so it is essential you are confident in lifting and moving. Manual handling training will be given.

Driver Key Activities and requirements:

- To hold a current valid Driving Licence
- To be responsible for driving the Hop to it! van or a hired van
- To help with loading/unloading the hare sculptures to/from the van
- To represent the charity in a professional manner

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.

Date of review by Staff Member Link: Abby Muhs-Brown August 2024

Personal Qualities

Attributes	Essential/Desirable	Qualification and training to be provided
Skills and Abilities	E - Ability to carry/handle hare sculptures which can be heavy at times E - Current valid driving licence and own vehicle E - Able to communicate at all levels E – Flexible D - Able to take direction	
Qualifications, Knowledge & Experience	D - Knowledge of the hospice E- knowledge of local community	
Attitudes and Values	E – Honesty and Trustworthiness E – Friendliness E - Presentable and personable	
Training		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. Driver Awareness Practical Manual Handling