



# St Elizabeth Hospice

## Hop to it! Volunteer

### Volunteer Role Description

**Role:** Hop to it Volunteers

**Location:** Various in Ipswich and throughout Suffolk.

**Staff Member Link:** Fundraising Team

#### **Purpose of Roles**

Our Hop to it volunteers are an important part of our team who will help ensure the success of Hop to it! 2025, Wild in Art trail.

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 2025. 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 Hop to it trail and you will help us to raise awareness about the work of St Elizabeth Hospice and the Hop to it trail.

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

- Driving support to help deliver the Hare sculptures to artists, 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
- During the Hop to it 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

Date of review by Staff Member Link: CJ 14.05.2021

- 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
<b>Skills and Abilities</b>	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	
<b>Knowledge and Experience</b>	E - Knowledge of St Elizabeth Hospice D - Knowledge of Ipswich town centre and the Waterfront E – Knowledge of using word, excel and mobile phone	
<b>Attitudes and Values</b>	E - Approachable, friendly, organised	
<b>Qualifications and Training</b>		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**