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| **FUNDRAISING (GENERAL)**  **VOLUNTEER ROLE DESCRIPTION** | PT-LOGO---VERTICAL---COLOURED |

**Location:** Various across our catchment area

**Hours:** Flexible inc weekends and evenings

**Time commitment:** Flexible

**Purpose of role:** To assist with events or undertake activities which raise vital funds for the Hospice.

**Key duties include:**

* Provide support and assistance with event preparation as required
* To attend events, assist with set, undertake event activities, and assist with clear up under the direction of the event coordinator.
* Bucket collecting and engaging with the public
* Assist with the sale of merchandise, including dealing with both card and cash transactions
* Undertake agreed procedure for counting and banking of monies
* Office administration (if applicable)
* Ensure a safe working environment is maintained

**Training and Support:**

* Fundraising volunteer training (2 hours)
* Specific training will be provided if you are assisting in the office

**Special conditions:**

* Over 16
* 2 x references
* Adherence to all current policies and procedures of the Hospice including those relating to health and safety, personal safety and cash handling
* To inform your car insurance company of your volunteering role (if applicable)

**Knowledge, skills and abilities required:**

* Good communicator
* Excellent customer care skills
* Team player