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| Role title | Fundraising Event Volunteer |
| Responsible to | Fundraising Manager |
| Location | Hospice based events and possibly off-site events |
| Purpose of role | To help the fundraising team deliver events and raise vital funds for the Hospice |
| When role to be carried out | Throughout our calendar of events – dates will be provided in advance |

**Confidentiality:**

Volunteers will be subject to the Hospice Confidentiality Policy and to the requirements of the Data Protection Act (1998) and General Data Protection Regulation, thus maintaining the confidentiality of all information obtained during the course of volunteering for Wigan & Leigh Hospice.

You will also be subject to a Disclosure and Barring Service check.

**Main Responsibilities**

* To support at Hospice Fundraising events
* To help with the set up and removal of event equipment
* To greet and assist the supporters attending our events
* Help prepare and serve refreshments at a variety of events
* Provide assistance on stalls as required
* Includes cash handling
* Role model the Hospice core values of Compassion, Accessibility, Respect and Excellence

**Training and support**

* Undertake the necessary mandatory training provided for this role.

**Personal skills**

* Good communication skills
* Approachable and Friendly
* Good organisation skills
* Excellent interpersonal and teamwork skills
* Flexible
* Commitment to work in compliance with policies and procedures
* Previous Fundraising experience a bonus