



ROLE DESCRIPTION:**EVENTS VOLUNTEER**

ROLE TITLE:**EVENTS VOLUNTEER****REPORTS TO:****COMMUNITY FUNDRAISER****ACCOUNTABLE TO:****FUNDRAISING AND MARKETING DIRECTOR**

ROLE SUMMARY

To work with the Fundraising team by attending and supporting events

RESPONSIBILITIES

- To attend local fundraising events, promoting awareness of St Helena Hospice.
- To raise funds on behalf of the Hospice via the promotion of fundraising initiatives, i.e. Light up a Life, dandelion emblems, merchandise, lottery etc
- To fulfil various duties at events such as marshalling, car park attendance, registration of participants etc.
- To promote awareness of the Hospice.
- To promote future fundraising events.
- To be aware of Health & Safety and risk assessments when using equipment such as gazebos etc.
- To undertake training as necessary.

ORGANISATIONAL RESPONSIBILITIES

- To work at all times within the policies of the Hospice.
- To ensure effective use of resources.
- 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.