



ROLE DESCRIPTION:**VILLAGE REPRESENTATIVE**

ROLE TITLE:**VILLAGE REPRESENTATIVE****REPORTS TO:****COMMUNITY FUNDRAISER****ACCOUNTABLE TO:****DIRECTOR OF FUNDRAISING AND MARKETING**

ROLE SUMMARY

To act as a village representative, on behalf of St Helena Hospice within your local community e.g. displaying posters to advertise fundraising events, assisting with the collection of green pots etc

RESPONSIBILITIES

- To act as the local point of contact for St Helena Hospice.
- To distribute posters advertising fundraising events in your local area ie. house windows, local post office, community notice boards etc.
- To be the contact point for local individuals and companies who would like to donate used mobile phones, printer cartridges, stamps and coins that the Hospice can recycle.
- To Liaise with the Friends of St Helena Hospice to help distribute collection pots to local businesses and collect contents on a regular basis.
- To promote general awareness of the work of the Hospice.

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.