

Fundraising Support Volunteer Role Description

- Role:** Fundraising Support Volunteer
- Accountable to:** Head of Marketing and Income Generation
- Responsible to:** Identified Marketing and Fundraising Team Member
- Overall Objective:** To be part of our Fundraising Team to help raise invaluable funds for Hospice at Home West Cumbria
- Location:** Hospice at Home West Cumbria's area covers Maryport to Millom and surrounding villages. You will be based in Workington however the exact area to be covered will be dependent on the location of the fundraising activity.
- Hours:** Approximately 2 to 3 hours a day per week, fortnight or month to be agreed between the volunteer and line manager.
- Skills required:** You will be able to communicate effectively and efficiently
You will be able to work well within a team environment and work using your own initiative. You will be reliable and committed to the organisation
Basic use of IT including Microsoft Word.

This is a voluntary position where no pay will be given, however travel expenses can be refunded and out of pocket expenses as agreed with the line manager.

Roles are subject to a 1 month trial.

Key Responsibilities:

To support our fundraising staff in the office and/or at external community events – this will be on an ad-hoc basis and could include any of the following:

- Administration relating to fundraising events: photocopying, making phone calls, liaison with event organisers and other volunteers.
- Organising equipment to be taken to and from event locations

- Manual help setting up equipment required for events
- Attending events to run fundraising stalls/activities
- Car park marshalling and road marshalling
- Supermarket or street collections
- Distributing and managing collection boxes – including counting and banking of money and sending receipts
- Inputting and managing information in the Hospice at Home donor database
- Creating posters for events
- Helping collate information for newsletter articles eg liaison with staff and shops
- Maintaining the fundraising equipment and store room
- Monitoring the sales and stock levels of merchandise
- Any other duties as considered appropriate to the volunteering role.

General:

1. Respect the confidentiality of any information held in relation to past or present patients, carers, staff and other volunteers.
2. Attend Health & Safety and other training specific to the role.
3. The organisation is a no-smoking area for staff and volunteers.