

Fundraising Volunteer Role Description

Role:	Fundraising 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. The exact area to be covered will be dependent on the location of the event, to be agreed between the volunteer and Volunteer Coordinator.
Hours:	To be agreed between the volunteer and Volunteer Coordinator.
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

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 Shop Manager.

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 upon agreement with fundraising staff:

- Setting up & taking down of equipment required for events
- Attending events to run fundraising stalls/activities
- Marshalling
- Supermarket or street collections
- Selling raffle tickets
- Distributing and managing collection boxes – including counting and banking of money and sending receipts
- Helping with in house mailings and distributions
- Any other duties as considered appropriate to the volunteering role.

Events Manager (own events)

- Organising and managing of own events to raise money for Hospice at Home West Cumbria
- Producing promotional material to promote the event (support from Hospice can be provided)
- Sourcing prizes for raffles, if necessary. Letter can be obtained from Hospice for this
- Handling of money
- Banking of money unless other arrangements have been made with the Fundraising team

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.