

**Volunteer Role Description**

**Role:** Fundraising Volunteer

**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 specific role and/or fundraising event. This will be agreed between the volunteer and Volunteer Co-ordinator.

**Hours:** To be agreed between the volunteer and Volunteer Co-ordinator.

**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 Line 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 of posters and flyers.
* Crafting.
* Baking.
* Face painting.
* Bag packing.
* Entertaining.
* Any other duties as considered appropriate to the volunteering role.

As a fundraising volunteer, we would be delighted if you were to organise your own fundraising events. This would include:

* 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.
* Arranging the logistics for the event for example, who, what, where, when.
* 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. Undertake mandatory training via eLearning and any other training specific to the role.
3. Always act in accordance with the values and behaviours of Hospice at Home West Cumbria.