



every day makes a difference

Volunteering Role Profile

Title of Volunteering Role:

Events Fundraising Volunteer

Reports to:

Event Fundraiser

Volunteering Hours:

To be arranged

Our registered volunteers need to be over 18. Under 18's volunteer in the community and at events but need to be with a parent/guardian

Department and Location of Volunteering Role:

Across Manchester

Purpose of Volunteering Role:

Support the events team at various fundraising events across Manchester:-

The main purpose of this role is to support the St Ann's Hospice events team at a variety of events throughout the year which include own hospice events and third party events such as the Great Manchester Run, the Manchester Midnight Walk, Fun Run's and our annual hospice fairs. We want you to create a buzz – cheer, shout and motivate our amazing event participants! As well as help to ensure our events run smoothly and are as much fun as possible!

The Events Fundraising Volunteer will role model our core values...



Tasks & Activities to be undertaken:

- Registering participants
- Manning stalls such as merchandise or refreshments
- Marshalling or cheering
- Helping set up and take down events
- Chatting with participants at post event receptions
- Occasional help in the office with event administration tasks

Qualifications/Skills/Experience

- Motivated to help make a difference
- Are comfortable being at events for long periods of time
- Are friendly and confident
- Are organised and reliable
- Have good communication skills
- Can motivate and encourage others
- Can be flexible with weekend and evening hours

Training & Support Provided:

- Full induction and ongoing training
- Information and materials to help you carry out your role effectively
- Ongoing support and supervision in your role
- Experience of working in the charity sector
- The opportunity to learn new skills and meet new people.
- Reimbursement of out of office expenses incurred while carrying out activities for St Ann's Hospice, eg travel, lunch (in line with the hospices reimbursement of expenses policy)
- Volunteer get-togethers
- Online mandatory training will need to be completed asap after commencing via Moodle portal

St Ann's Hospice is committed to safeguarding and promoting the welfare of adults at risk and children.

Issue Date Mar 22, Review Date Mar 25



INVESTORS IN PEOPLE
We invest in people Gold



St Ann's Hospice, St Ann's Road North, Heald Green, Cheadle, Cheshire SK8 3SZ

☎ 0161 437 8136

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Registered charity number 258085



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