



every day makes a difference

Volunteering Role Profile

Title of Volunteering Role:

Hospice Fair Committee Member

Reports to:

Community 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:

Your local community

Purpose of Volunteering Role:

Raise income and awareness for St Ann's in the local community :-

Join like-minded individuals in representing St Ann's Hospice in your local community as part of a Fundraising Group. With the support of your Community Fundraiser, you and your fellow group members will help to raise awareness and vital funds for the hospice – through bucket collections, managing collection tins, promoting hospice events and activity, attending awareness events and talks and organising your own group events.

The Hospice Fair Committee Volunteer will role model our core values...



Tasks & Activities to be undertaken:

- Attend regular group meetings to plan fair - Recruiting/Organising stall finance/Volunteers/Entertainment.
- Arrange raffle prizes and liaise with venue
- Regular communication with Community Fundraiser - inform on activities and any updates
- You may have the opportunity to take on a role as lead member within the group should you wish
- Work with other members of fundraising team & Communications
- Be a face in the community

Qualifications/Skills/Experience

- Motivated to help make a difference
- Have a good local knowledge
- Are friendly and hardworking
- Are organised and reliable
- Comfortable using the computer and the internet
- Ability to communicate in a confident manner to a range of different groups
- Commitment and willingness to attend group meetings
- Not afraid to ask for support

Training & Support Provided:

- Full induction and ongoing training
- Welcome into your new group
- Accompanied visit to first group meeting
- 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
- The opportunity to meet new people and make new friends in your community
- 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



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

☎ 0161 437 8136

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