

## Volunteer Role Profile

**Volunteer Role Type:** Hospice Fair Committee Member Volunteer

**Reports to:** Community Fundraiser

**Volunteering Hours:** To be arranged

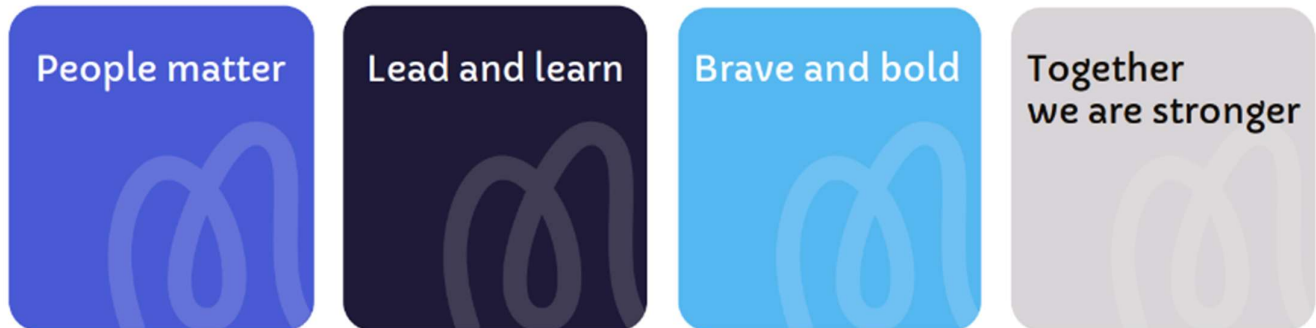
Our registered volunteers need to be over 18. Under 18's volunteer in the community and at events but need to be with a parent/guardian

**Department and Location of Volunteering:** Your local community

**Purpose of Volunteering Role:** Raise income and awareness for Moya Cole hospice in the local community :-

Join like-minded individuals in representing Moya Cole 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 Volunteering Role will model our core values**



### Tasks and Activities to be Undertaken

- Attend regular group meetings to plan fair - Recruiting/Organising stall finance/Volunteers/Entertainment.
- Arrange raffle prizes and liase 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 and 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 Moya Cole 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

### Safeguarding

Any post holder within the organisation will be expected to undertake safeguarding training appropriate to their role and adhere to safeguarding policies and procedures. All staff must work in accordance with their statutory roles and responsibilities in relation to safeguarding in accordance with the Working Together to Safeguarding Children 2023, The Care Act 2014, and Prevent Duty 2015.