

Volunteer Role Description



Registered Charity No: 295297

Position Title	Fundraising Event Coordinator/Team member - volunteer (part time)
Location	Hospice / Fundraising (tbc)
Department	Fundraising
Time Commitment	Dependent upon availability

Role Description	<ul style="list-style-type: none"> - Helping the Community Fundraising Managers with the organisation of community events. This is likely to include: - Working with a team of volunteers to organise stalls at community events. - Organising a team of volunteers to supply refreshments in support of community events. - Working with a team of volunteers to organise community events.
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Key Responsibilities	<ul style="list-style-type: none"> - Working with a team of volunteers at Community events. - Working with the Community to support their events. - Working with the Community Fundraising Managers to organise Community events.
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Skills, Qualities and Experience	<p>Skills</p> <ul style="list-style-type: none"> ➤ A passion for working with a team to raise funds for the Hospice. ➤ Good all-round organisation and planning skills. ➤ Excellent communication skills, both written and verbal. ➤ Ability to work independently and as a team. This will include working with a range of people. ➤ Experience of or willingness to learn sound fundraising techniques. ➤ Sound diary-keeping and time-management. ➤ A clear and confident manner. <p>Qualities</p> <ul style="list-style-type: none"> ➤ It helps to have a sense of humour, and to be flexible in your approach to work as this role could become quite varied. ➤ A great imagination is always handy.
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Benefits to you	<ul style="list-style-type: none"> ➤ Opportunity to gain experience of being a central part of a busy fundraising team. ➤ Obtain first hand experience of event planning. ➤ Gain an insight into the work of the local Hospice and the Hospice movement ➤ Experience can be added to any cv to strengthen future job applications ➤ Full training will be given, and assistance is always at hand.
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REWARDING

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Training	Garden House Hospice Care Induction Training. Other training as and when required.
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Supervising Staff Member	Community Fundraising Manager
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Supervisor's Contact Details	Richard.Harbon@ghhospicecare.org.uk Or jean.allinson@ghhospicecare.org.uk
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Voluntary Services Team Contact Details	Tel: 01462 679540 (HR and Voluntary Services)
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Additional Comments	
This role is subject to a DBS check. At times, you will handle personal and sensitive information. Maintaining confidentiality is essential.	

About Garden House Hospice	
Garden House Hospice Care provides a wide range of services for patients, their carers, and families facing a life limiting illness. Free specialist palliative care is provided for over 500 adults a year living with advanced cancer, motor neurone disease or other life limiting illness in our community of 230,000 people in North Hertfordshire, Stevenage, Royston and surrounding villages. Our Values: *We are one team, with a shared vision *We place the patient & carer at the heart of everything we do *We respect everyone *We strive to continually learn and improve *We take pride in delivering a high quality service *We take inspiration from our community.	

Bus Route services to Garden House Hospice Care: 90, 91, 386. Approximately, 15 minute walk from Letchworth GC Railway station and town centre

For more information and an application form, please contact Volunteer Services:

Garden House Hospice Care
Gillison Close, Letchworth Garden City, Herts, SG6 1QU
Telephone : 01462 679540

volunteers@ghhospicecare.org.uk
<https://www.ghhospicecare.org.uk>

Also see, <https://www.ghhospicecare.org.uk/volunteers/why-volunteer>

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