Volunteer Role Description

Job Title: Ad Hoc Fundraising Volunteer	**Location:** Location will vary depending on the event. Collection and drop-off of materials/resources from St Clare Hospice, Hastingwood	**Hours:** Various throughout the year	**Supervisor:** Community Fundraiser

Reporting to:	Community Fundraiser
Accountable to:	Relationship Fundraising Manager
Key working Relationships:	Community Fundraiser

About St Clare Hospice:
St Clare Hospice is a charity providing specialist palliative care for people living with terminal or life-limiting illnesses across West Essex and the east Hertfordshire border.
We care for patients and their families, providing physical, emotional, social, psychological and spiritual support, and ensuring they have timely access to skilled, compassionate and sensitive care in a place of their choice.
Our services are free of charge to those who need our care but cost over £8.1million a year to run. With limited NHS funding, we need to fundraise the majority of this each year through donations and other voluntary sources.

Summary of Role:
We are looking for a friendly and reliable volunteer who can attend events (such as fetes, fayres and markets) to raise money and awareness of St Clare and represent the Hospice in our community.

Key Tasks:
- Regular communication with the Community Fundraiser
- Attending regular St Clare Hospice and third-party events as a Hospice representative, selling merchandise and collecting donations from the public

The skills / experience / personal qualities you will need:
- Access to a vehicle
- Good organisational skills
- Committed, reliable and trustworthy
- Good knowledge of the Hospice

The training and support you will be given will include:
- Skills Update and Induction training
- Information Governance training
- Facts and statistics about the Hospice to help build relationships
- Equipment needed to run events successfully

How to apply:
- Complete our short online application form here: https://stclarehospice.org.uk/join-our-team/volunteer-with-us/volunteervacancies/
- Or contact us by emailing: volunteer@stclarehospice.org.uk