Volunteer Role Description

Job Title: Christmas Tree Collection Driver Volunteer	**Location:** Location will vary. Collection and drop-off of materials/resources from St Clare Hospice, Hastingwood, CM17 9JX	**Hours:** 9/9:30am to 2/3pm approx.	**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 £8.3million 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:
Using your own vehicle to collect and recycle Christmas trees from homes across the local community. Collecting from residential properties and transporting to designated disposal locations. Playing a key role in ensuring trees are collected safely, efficiently and professionally while representing St Clare Hospice within the community.

Key Tasks:
- Assist with collecting Christmas trees from residential properties.
- Transport collected trees to designated disposal locations unloading trees safely and efficiently.
- Support drivers with navigation and route management where required.
- Ensure all route sheets and personal data are handled securely and returned to the collection team.

The skills / experience / personal qualities you will need:
- Be physically able to assist with lifting and moving Christmas trees safely.
- Be comfortable working outdoors in winter weather conditions.
- Have a positive attitude and be willing to work as part of a team.
- Be reliable, punctual and able to follow instructions.
- Be able to communicate politely and professionally with members of the public.
- Be willing to follow Health & Safety, Manual Handling and Data Protection guidance at all times.

Vehicle Requirements:

- Have access to a suitable van capable of safely transporting multiple Christmas trees.
- Hold a full, valid UK driving licence.
- Be confident driving and manoeuvring a van on residential roads and in busy areas.
- Driver Volunteers use their own vehicles entirely at their own risk.
- Ensure their vehicle is roadworthy, taxed, insured and compliant with all legal requirements.
- St Clare Hospice does not provide motor insurance cover for volunteers' personal vehicles. It is the responsibility of each Driver Volunteer to ensure they have appropriate insurance in place and are satisfied that their policy covers their participation in the Christmas Tree Collection.
- St Clare Hospice accepts no liability for any loss, damage, accident, breakdown, penalty or claim arising from the use of a volunteer's personal vehicle whilst taking part in the event.

The training and support you will be given will include:

- A briefing at the start of each collection day
- Clear written instructions and collection routes.
- Guidance on handling personal data in line with Data Protection requirements.
- Ongoing support from the Christmas Tree Collection Leads throughout the day.
- Emergency contact details should assistance be required whilst on route.

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