



VOLUNTEER ROLE DESCRIPTION

Role	Ad hoc Bag Packing/Bucket Collection Fundraising Volunteer
Location	Blackburn, Darwen, Hyndburn and the Ribble Valley (Can specify the area you would be interested in)
Accountable to:	Fundraising
Role requirements:	To work with the fundraising team of staff and volunteers to raise funds by means of bag packing or bucket collecting in one of our supporting stores

Role Summary:

When we need you to be available:

We receive allocated time slots throughout the year in town centre supermarkets and stores to allow us to raise funds by either bucket collecting or bag packing. This will be done as part of a team in 3 hour timeslots and you will be contacted prior to the event with details to check your availability

Please indicate what days you are available and which location you would prefer on your application form.

Skills, knowledge, abilities and qualities

- Be able to work as part of a team
- Be over the age of 16 years
- Able to lift
- Ability to communicate with people
- Smart presentable appearance

What we would like you to do

- Assist customers as required with their bag packing
- Wear an East Lancashire Hospice T-shirt during bag packing or bucket collecting (This will be provided)
- Comply with current policies and procedures applicable to the role
- Respect all information relating to volunteers, employees and patients as strictly confidential at all times



- Ensure all Health and Safety Rules are adhered to at all times

General Requirements

- Undertake training and development applicable to the role.
- As a volunteer and representative of East Lancashire Hospice, you should project a friendly approach to supermarket staff, customers and fellow fundraisers at all times.
- To ensure the information you have access to as part of your role is kept secure and confidential
- Work at all times to safeguard the rights of individuals promoting their wellbeing and protecting those at risk from harm by advising staff of any concerns

Act in a way that upholds the hospice's values which are:

- Patients are individuals and have a right to respect, privacy, dignity and choice
- Staff and volunteers are vital to the hospice's success, and it is their contribution which provides the hospice with its quality service and reputation
- Our services should be focused on meeting our patients' requirements
- Value for money is achieved making the most effective use of available resources
- Ensure that personal actions and conduct apply with hospice policies and procedures
- Ensure effective use of hospice resources

Review of this description

This role description is intended as an outline of general areas of activities and will be amended in the light of changing needs of the hospice.