

Role profile

ROLE: Fundraising Volunteer

DEPARTMENT: Public Relations (PR)

ACCOUNTABLE TO: Events Coordinator

ROLE DESCRIPTION/PURPOSE:

- To assist the PR department in the organisation and running of all fundraising activities
- To give support at events
- To assist in fundraising administration
- Represent The Horder Centre as a charity in the community.

TASKS AND ACTIVITIES INCLUDE:

- Administration in organising events such as inviting attendees/recording attendance, obtaining and recording the collection of raffle prizes/sponsorship
- Promotion/advertising of events
- Set up of events on the day
- Assistance on the day of events – roles will be varied but may include:
 - Spring Fair
 - Tombola
 - Setting up and clearing down
 - Parking attendant
 - Posters – creating and displaying in local town
 - Photographer
 - Meet/greet
 - Café – assisting and baking cakes
 - BBQ and beer tent
 - Creating badges and table names for stallholders
 - Golf Day
 - Registration desk
 - Posters – creating and displaying
 - Photographer
 - Making up golf packs
 - Making up score cards and name places
 - Xmas cards
 - Keeping reception area stocked
 - Packing and sending
 - Keeping note of stock
 - Open Day
 - Meet and Greet
 - Assisting with tea/coffee
 - Quiz Night
 - Meet/Greet
 - Setting up and clearing down
 - Selling raffle tickets
 - Selling drinks

- Nativity Helping set up
- General Sourcing raffle prizes
Getting sponsorship for events
Responsible for collection boxes in community

(This is not a conclusive list of tasks and the tasks may differ slightly from the description above)

HOURS

Hours will vary depending on the role that you are doing. Organisational tasks and administration will be during working hours which are 9-5 Monday to Friday. However events can be during the evening and at weekends.

DRESS CODE

If you are at the hospital you will need to be dressed smart/casual. Dress code for events will differ depending on the nature of the event and its visitors. You will therefore be advised of the dress code for each event.

Confidentiality Clause

As a volunteer of The Horder Centre you are a representative of the hospital. You must therefore remain positive about the Centre to people outside of the hospital. Should you have any concerns about The Horder Centre or your role please speak to the person you report to or our Human Resources Manager.

All information that:

- a) is or has been acquired by you during, or in the course of, your volunteering, or has otherwise been acquired by you in confidence;
- b) relates particularly to the Centre, or that of other persons or bodies with whom we have dealings of any sort, and
- c) has not been made public by; or with our authority,

shall be confidential, and (save in the course of our business or as required by law) you shall not at any time, whether before or after the termination of your volunteer role, disclose such information to any person without our written consent.

You are to exercise reasonable care to keep safe all documentary or other material containing confidential information, and shall at the termination of your volunteer role, or at any other time upon demand, return to us any such material in your possession.

This role description is intended to reflect, and outline, the responsibilities of the postholder it may change over time with the business needs of The Horder Centre.