

## **VOLUNTEER ROLE DESCRIPTION**

### **Community Fundraising Volunteer**

**Reports to:** Community Fundraiser

**Accountable to:** Community Fundraiser

**Hours** Flexible hours inc. occasional evenings & weekends as agreed and additional attendance at required training sessions.

**Aims** To represent and promote the Hospice's work in the community, raising funds and inspiring local supporters.

**Responsibilities** To man stalls at community events, sell merchandise and offer information about the Hospice to the public.

To assist at bucket collections and bag pack events.

To attend community events and talk to individuals and groups about fundraising.

To notify the Hospice in good time if you are unable to attend an arranged event.

To always respect confidentiality and professionalism.

To advise staff of any suggestions, queries or concerns you may have concerning your duties.

To attend training sessions as required.

To adhere to the Volunteer policies and procedures including Health & Safety and Lone Working.