

VOLUNTEER ROLE DESCRIPTION

Fundraising Marketing Volunteer

Reports to: Fundraising Manager

Accountable to: Fundraising Manager

Hours Regular attendance as agreed and additional attendance at required training sessions.

Aims To raise the Hospice's profile by promoting fundraising appeals, events and lottery schemes.

Responsibilities

- To source locations for distribution of fundraising literature and to maintain relationships with identified distributors.
- To assist in the maintenance of the Hospice's social media sites and encourage communication with supporters through these mediums.
- To build and maintain an image library and liaise with the local press in booking photocalls and writing press releases.
- To proofread Hospice literature.
- To always respect confidentiality and professionalism when representing the Hospice.
- 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.