

## **VOLUNTEER ROLE DESCRIPTION**

### **In Memoriam & Legacy Giving Volunteer**

<b>Reports to:</b>	Community Fundraiser
<b>Accountable to:</b>	Fundraising Manager
<b>Hours</b>	Regular attendance as agreed and additional attendance at required training sessions.
<b>Aims</b>	To liaise with solicitors and funeral directors regarding in memoriam donations and legacy promotion.
<b>Responsibilities</b>	<p>To ensure that Hospice legacy information is present in local solicitors' firms and that In Memoriam donation envelopes are stocked by funeral directors.</p> <p>To assist with the promotion and coordination of Wills Week activity and legacy promotions.</p> <p>To always respect confidentiality and professionalism when representing the Hospice.</p> <p>To advise staff of any suggestions, queries or concerns you may have concerning your duties.</p> <p>To attend training sessions as required.</p> <p>To adhere to the Volunteer policies and procedures including Health &amp; Safety.</p>