



Bolton Hospice
caring from the heart

Bolton Hospice
Queens Park Street
Off Chorley New Road
Bolton
BL1 4QT

Thank you for applying for information about volunteering at Bolton Hospice.

Volunteers provide a wide range of services within the Hospice, giving their time, skills and talents to help provide the very highest standard of care to our patients and their families. Most volunteers make a weekly commitment of around 3 hours, but we are aware that this may not be possible for all volunteers - for this reason we are happy to consider a variety of arrangements, such as job sharing (ie covering one weekly session between two people) or, alternatively joining our SOS list of people who are prepared to be called upon, possibly at short notice, to cover for sickness or other absence.

The main qualities we ask for are commitment and reliability.

The reward may be new friendships, new skills and abilities or simply to knowing that you are making a difference to someone's life. As a volunteer there are many areas where your help is needed -

INPATIENT UNIT

Providing a service to patients and their visitors, with tasks such as making drinks, helping to serve meals and keeping ward areas tidy. Sitting with patients and talking or reading to them if they would like this, is also part of the role. Shifts are available from 8.30am - 10pm everyday and are generally three hours.

RECEPTION

We aim to cover the main Reception area all day Saturday and Sunday plus weekday evenings. Duties are mainly answering the telephone, welcoming visitors and directing them appropriately, taking messages, maintaining a visitor's book and general clerical duties when necessary.

We also have a separate Reception in the Support Services Unit which is open from 9am - 3pm, Monday to Friday. Duties include welcoming day patients and outpatients, directing visitors and taking messages.

BOLTON HOSPICE SUPPORT SERVICES

The Support Services Unit is open weekdays and includes planned day care and outpatient clinics. Volunteers assist by offering refreshments, setting up and serving lunches and generally giving attention and support to patients.

DRIVERS

Transport is vital for day patients who do not have their own transport. We need volunteers to collect patients from home at 9.30 am and return them again at 3.00 pm.

HOSPICE SHOPS

There are presently six hospice shops around Bolton, selling donated clothes, books etc and a gift shop on the hospice site. These shops raise vital funds for the Hospice. The shops are open from 10 am - 4 pm Monday to Friday and some are open on Saturdays. Working in the shops is a great way to learn retailing skills with the benefit of meeting people and keeping very busy! The roles include working on the shop floor, cashier, window dressing and sorting, pricing and displaying merchandise.

CLERICAL DUTIES

We have a small team of volunteers who undertake general clerical and administration duties within the Hospice, the Fundraising department and the Lottery office, either regularly or on an occasional basis. We also have volunteers helping in the Finance office with cash counting.

FUND RAISING

Volunteers are needed to support the fundraising team and can assist in a variety of roles including

- general office administration;
- helping at hospice events, for example manning registration, refreshment and information stands
- supporting community fundraising including collecting donations, bag packing etc
- helping the hospice work with local businesses who have hospice merchandise and donation boxes on their premises or who may be interested in greater involvement with the hospice;

LOTTERY

The success of the lottery is vital to ensure guaranteed income for the future of the Hospice. Roles within this department include clerical/computer duties, helping with the promotion of the lottery, which includes selling single tickets at outside venues, delivering leaflets, and collecting from agents. If you like variety and the chance to get out and meet people, your support here would be greatly appreciated. Commitment here can be on a regular or flexible basis.

GARDENING

We are looking for green fingered volunteers who could help to maintain the Hospice grounds, whether it is lawn mowing, leaf collecting and general tidying up or those with horticultural skills who can assist with planting and maintaining the beds and borders.

Please complete the attached application form and return it to:-

Voluntary Services Co-ordinator
Bolton Hospice
Queens Park Street
Off Chorley New Road
BOLTON BL1 4QT

Following interview, if you are successful, you will be included in our duty rotas. Naturally we will arrange your volunteering around the times you are available but we must stress that reliability is very important, so it is important that you view your role at the Hospice as a firm commitment.

We look forward to welcoming you to our volunteer team.

Alison Brown

Alison Brown
Voluntary Services Co-ordinator

Bolton Hospice

Volunteer Application Form



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(PLEASE PRINT CLEARLY)

Title - Mr/Mrs/Miss / Other

Forename Surname.....

Address.....

.....

..... Post Code.....

Tel.No. (day) (evening)

Email address

Date of Birth.....

Do you work – part time /full time

Do you study - part time /full time

Availability – please tick the times that you would be available to volunteer.

DATE	MORNING	AFTERNOON	EVENING
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			
SUNDAY			

Areas of interest – please tick any that you would consider

- | | | |
|---|---|--|
| <input type="checkbox"/> Ward | <input type="checkbox"/> Fundraising | <input type="checkbox"/> Bereavement Support |
| <input type="checkbox"/> Day Therapy Unit | <input type="checkbox"/> administration | <input type="checkbox"/> Gardening |
| <input type="checkbox"/> Reception | <input type="checkbox"/> Fundraising events | <input type="checkbox"/> Shops |
| <input type="checkbox"/> Driving patients | <input type="checkbox"/> Lottery | <input type="checkbox"/> Creative therapy |
| <input type="checkbox"/> Cash Counting | <input type="checkbox"/> Clerical | |

Do you have any special skills or interests which might be of benefit to the Hospice? If so, please give details

Have you suffered a bereavement in the past 12 months of a relative or friend?

Are you receiving medical treatment at present?

Bolton Hospice Volunteer Application Form

References

Please give the names and postal addresses of two referees who have known you for at least two years (i.e past employers, teachers, colleagues or friends **but not relatives**).

1.....	2.....
.....
.....
.....
Relationship to you.....	Relationship to you.....

Rehabilitation of Offenders Act 1974

The Hospice is exempt from the provisions of this Act under the (Exceptions) Order 1975. You are therefore required to declare all criminal convictions including those which are spent.

Have you ever been convicted in a court or cautioned by the Police? **Y / N**

Are you the subject of an ongoing criminal investigation or prosecution? **Y / N**

Data Protection Act

Any information given will be retained on computer for reference purposes only

ALL APPLICANTS PLEASE SIGN BELOW

- I understand that under the Rehabilitation of Offenders Act 1974 I am required to divulge details of any criminal offence of which I have been convicted.
- Volunteers who assist patients and their relatives will be required to complete a Criminal Records Bureau check. Any information will be treated in the strictest confidence.
- To the best of my knowledge the information I have given in support of my application is correct.

SIGNED DATE.....

How did you hear about volunteering at Bolton Hospice?

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> local newspaper | <input type="checkbox"/> Hospice leaflet/poster | <input type="checkbox"/> from another volunteer | <input type="checkbox"/> friend or family |
| <input type="checkbox"/> school | <input type="checkbox"/> Volunteer Centre | <input type="checkbox"/> Hospice event | |



Bolton Hospice Volunteer Drivers

Some of our volunteer roles include driving for the hospice. We use some volunteer drivers to bring patients to day therapy and take them home again. Our fundraising and lottery teams also use some volunteers who have their own transport in a variety of roles. If you do use your vehicle as part of your voluntary work, we do offer out of pocket expenses.

If you are applying for a volunteer role that includes driving for the hospice, then we will need some additional information from you.

Please complete the following:

Do you have a clean driving licence? Y / N

Is your insurance fully comprehensive? Y / N

Does your car have a valid tax disc and (if required) MOT certificate? Y / N

Do you have any disabilities or medical problems that could affect your ability to drive? Y / N
(If Yes, please give details).....
.....

Make and colour of the vehicle you drive

Registration number of the vehicle

Please note:

- You will need to notify your Motor Insurance company that you are a volunteer driver for the Hospice. We will give you a form to do this.
- Please bring your driving licence to your interview.
- Volunteers who assist patients will be required to complete a Criminal Records Bureau check.
- Any information will be treated in the strictest confidence.

Declaration

- I confirm that my vehicle remains insured for Hospice related journeys and that it has a valid tax disc and, if required, a valid MOT certificate.

Signed Date