

## Volunteer Role Profile

<b>Role Title</b>	Community Relationship Volunteer
<b>Time commitment</b>	1 day a week or 1 day every 2 weeks
<b>Point of contact</b>	Senior Community Fundraiser
<b>Location</b>	Capitol House (Fundraising Office)
<b>Why we need you?</b>	To Support our Community Fundraiser in engaging new and existing local schools and businesses.
<b>What will I be doing?</b>	<ul style="list-style-type: none"> <li>➤ Organising and managing our bucket collections.</li> <li>➤ Contacting venues to ask if they can host a collection tin</li> <li>➤ Source raffle prizes for events</li> <li>➤ Contact schools and businesses to arrange them to host Marvin, our money spinner</li> <li>➤ Contacting local businesses to arrange them host a seasonal hamper</li> </ul>
<b>What makes a good Volunteer?</b>	<ul style="list-style-type: none"> <li>➤ Have an interest in the work of the Hospice and want to support your community.</li> <li>➤ Good communication skills</li> <li>➤ Be a team player with a <b>FUN</b> and flexible approach.</li> <li>➤ Be motivated, dedicated and have a willingness to learn.</li> <li>➤ Ability to manage tasks.</li> <li>➤ Be pleasant and professional.</li> <li>➤ Good time keeping and the ability to reach deadlines is essential.</li> </ul>
<b>Induction and Training</b>	<ul style="list-style-type: none"> <li>➤ Your induction and training will provide you with an opportunity to get to know the wider team and ensure you are familiar with the role and feel comfortable.</li> <li>➤ The induction and training will lead straight into your first shift, which will give you a taster of what the role will entail.</li> <li>➤ Prior to your shift you will be given a guidance document that will provide key information and our volunteer policies and procedures.</li> </ul>
<b>What's in it for you?</b>	<ul style="list-style-type: none"> <li>➤ Lots of <b>FUN</b> &amp; being part of a friendly team</li> <li>➤ It will allow you to get involved in your local community and meet new friends.</li> </ul>

	<ul style="list-style-type: none"><li>➤ You will gain valuable experience such as: Team work, communication and using your initiative.</li><li>➤ Boost your confidence and your CV for future jobs – we will provide you with a reference.</li><li>➤ We will reimburse reasonable out of pocket travel and parking expenses</li><li>➤ Provide lunch and other refreshments</li><li>➤ Provide a unique volunteer T-shirt</li></ul>
<b>What to do if you are interested</b>	<p>Please complete the registration form. If you are successful the volunteer lead will contact you for an informal discussion.</p> <p>If you have any further questions, please email <a href="mailto:volunteering@straphaels.org.uk">volunteering@straphaels.org.uk</a></p> <p style="text-align: center;"><b>We look forward to hearing from you!</b></p>