



Sheffield's Hospice

## Volunteer Task Profile

### Archive Stories Experience Volunteer

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#### **Volunteer Lead:**

Corporate Governance Manager (CGM)

**Hours:** 1-2 hours per week for the length of the project – Little Common Lane

**Available to:** Volunteers aged 18+

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#### **Introduction**

St Luke's is Sheffield's Hospice, with a vision to support and care for everyone affected by terminal illness in Sheffield. We are a community organisation which means that everything we do is focused on helping people in their own communities as well as at our Little Common Lane site and our adjoining site on Ecclesall Road South.

Our shops are all based in the heart of communities across the city, as are our amazing volunteers and we couldn't do what we do without them.

At Little Common Lane we support terminally ill people and their loved ones through our 20 bed In-Patient Centre, a Therapies and Rehabilitation Centre and Wellbeing services such as Reiki, massage etc. Most of the people we support are actually in their own homes and we endeavour to help them stay at home through care from our Community Team if that is their preferred choice.

We are looking for a volunteer to support in the facilitation, design and compilation of stories from people who have been connected to St Luke's for years. We are building up an Archive of material to showcase our history and interviewing key people who were involved in our past would be an ideal accompaniment to the materials we already have.

Our Archive Stories Volunteer must be a minimum of 18 years old and will carry out duties under the direction of the CGM. They should be able to demonstrate compassion, and should communicate in a friendly and professional manner as they will be directly involved with key stakeholders of St Luke's. It is important in this role that the individual should be non-judgmental and demonstrate excellent listening skills, whilst being able to take instruction and engage in constructive conversation regarding the creation of the documents.

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#### **What does this role involve?**

We are looking for a volunteer who can develop a questionnaire/discussion tool and then interview key people to glean their story. The volunteer would then write an article based on the story shared. This story will be part of the Archive and may also be used in our communications, subject to the interviewee's permission.

The volunteer should have a good working knowledge of IT so stories can be recorded if necessary and then written up. The volunteer will be able to use their own initiative to report and escalate any issues or concerns, and to work as a team with other volunteers and staff in the hospice.

#### **Tasks**

We do require you to assist in:

- Developing a suitable questionnaire to be used in interviews for gleaning interesting and historic information from key stakeholders in St Luke's history
- Recording details from the key stakeholder interviews
- Developing those details into stories that can be used for storing in the library and within communications.

We do not require you to:

- Access any records
- Be privy to any personal or health information about our key stakeholders unless disclosed in the sessions
- Record anything for clinical notes

### **Training**

- Local department induction

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### **Benefits**

- Gain experience of working in a caring profession
- Gain insight into the working role of the CGM
- Opportunity to help key stakeholders to share their stories of how they were involved with St Luke's
- Opportunity to meet and work with interesting diverse people
- Get job references and develop a portfolio of skills gained
- Learn and develop new skills
- Gain valuable experience for your university application

### **General**

The Archive Stories Volunteer is asked to:

- Be a minimum of 18 years
- Attend induction and ongoing training
- Abide by the Health & Safety at Work Act
- Be dressed in appropriate clothing and display the identification badge at all times
- Have a current DBS generated either by St Luke's Hospice or DBS update service at the correct level required for the role
- Respect confidentiality applying to all Hospice areas
- Adhere to Hospice policies and procedures
- Comply with the Hospice no smoking policy
- Participate in and contribute to meetings (if applicable)
- Co-operate and liaise with departmental colleagues
- Have a positive attitude
- Be willing to learn new skills
- Maintain a high level of confidentiality at all times

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### **Contact Information**

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