



## **Volunteer Task Profile**

**Volunteer Position:** Fundraising Collection Tins Admin Assistant

**Volunteer Lead:** Community Fundraising Manager

**Regular hours:** 3 hours a week, Monday or Tuesday

**Available to:** Volunteers aged 18+

## **Introduction**

St Luke's is a 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. It takes 12 million to deliver our services this year, we need to raise £9 million of that from donations through our lottery, retail shops and fundraising.

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

We are looking for a volunteer to work from our fundraising office at Little Common Lane, contacting businesses who host one of our collection tins, to arrange collection of full tins and sending a replacement. Money raised through collection tins in the community really impacts on the work of the hospice by contributing vital funds, providing a stable source of income and helping to raise the profile of St Luke's within all communities in Sheffield.

## **Tasks**

Duties and responsibilities;

- To support our fundraising team by contacting businesses who host a collection tin, arrange collection of full tins, then arranging for a replacement to be sent out.
- Represent St Luke's with professionalism, enthusiasm, and a positive attitude
- Be polite, have good communication skills and confident telephone manner
- Be reliable and committed

The duties and responsibilities listed are intended as a summary and may be varied from time to time in consultation with the volunteer concerned.

The role description is intended to clarify the duties and responsibilities of the volunteer and is for the benefit of all concerned. It does not form the basis of a contract of employment.

## **Benefits**

You will gain experience in fundraising whilst making a difference to your local community and you will be helping to improve the lives of people who need end of life care.

Whilst volunteering you will have access to free hot drinks and fruit.



By volunteering as a fundraising admin assistant, you will have the opportunity to;

- Contribute directly to the funding of essential services carried out by St Luke's
- Enjoy the opportunity to speak to St Luke's supporters
- Get job references
- Gain valuable experience in fundraising, supporter engagement and teamwork
- If you are the kind of person who would like to volunteer but can only offer a few hours a week, then this could be perfect for you! This suits a candidate who is looking for a regular time commitment
- Training provided

### **Other requirements**

- Be a minimum of 18 years
- Display the identification badge at all times
- Have a current enhanced DBS check generated by St Luke's Hospice
- Abide by the Health & Safety at Work Act.
- Attend Health & Safety and Infection Control training
- Respect confidentiality applying to all St Luke's areas.
- Adhere to St Luke's policies and procedures.
- Comply with the St Luke's no smoking policy.
- Participate in and contribute to team meetings (if applicable)
- Co-operate and liaise with departmental colleagues.

### **General**

- All St Luke's volunteers are asked to:
- Co-operate and liaise with other volunteers (if applicable)
- Have a positive attitude

### **Contact Information**

Fran Bradshaw, Volunteer development Manager

[f.bradshaw@hospicesheffield.co.uk](mailto:f.bradshaw@hospicesheffield.co.uk) 0114 2357548

Laura Martin, Senior Fundraising Manager – Community and In Memory

[l.martin@hospicesheffield.co.uk](mailto:l.martin@hospicesheffield.co.uk) 0114 235 7524

Website: [www.stlukeshospice.org.uk/volunteer](http://www.stlukeshospice.org.uk/volunteer)