



Sheffield's Hospice

Volunteer Task Profile

Volunteer Position: Fundraising Collection Lead

Volunteer Lead: Community Fundraising Manager

Introduction

St Luke's is for everyone affected by terminal illness in Sheffield. We deliver specialist care for nearly 2,000 patients each year, helping many thousands of family members and friends along the way and into bereavement, all without charge.

We are a charity, and everything we do is dependent on the generosity of our supporters and volunteers. Of the £10 million it costs to run St Luke's each year, we need to raise £7.5 million through donations. Whether it's by taking part in a fundraising activity, donating to one of our 14 charity shops or playing our weekly lottery, every penny raised helps people in Sheffield at some of the most challenging times of their lives.

Overview

We are looking for a volunteer to support our Fundraising Team, helping them to deliver their community collections schedule, including but not limited to our successful Football and festive collections.

The role will involve being the volunteer lead and attending community collections on our behalf. You will act as the main point of contact for the volunteers supporting the collection, briefing and supporting them on the day and providing a fantastic experience of volunteering for St Luke's. You will also act as an ambassador for St Luke's within the community, raising funds and awareness for our charity.

Tasks

We do require you to assist in:

- Attending our football, supermarket and train station collections and acting as a lead contact for all other volunteers supporting the collection
- Being an outstanding representative of the hospice in the local community
- Helping to raise awareness and engage with the public about our work
- Providing materials for volunteers and ensuring they are fully briefed
- Cash handling

We do not require you to assist in

- Dealing with complaints
- Direct patient contact
- Volunteering unsupervised with children

Other requirements

You must:

- Be a minimum of 18 years old
- Have a current DBS check generated by St Luke's
- Attend training as required
- Abide by the Health & Safety at Work Act.
- 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
- Co-operate and liaise with departmental colleagues

Commitment

This role is flexible in line with our collections schedule.

Skills, experience and knowledge required

- Reliable
- Flexible
- Ability to motivate people and generate enthusiasm
- Good communication and teamwork skills

Training

- Hospice induction
- Cash handling procedure
- Opportunity to attend other external training as required

Benefits

- Help St Luke's raise funds and continue our vital work
- Develop teamwork skills
- Work as part of a busy and vibrant team
- Speak to and engage with a wide range of supporters
- Give back to the community in a direct and meaningful way

Contact Information

Joy Wigfield, Volunteer Development Manager
j.wigfield@hospicesheffield.co.uk / 0114 235 7542

Morven Key, Community Fundraising Assistant
fundraisingevents@hospicesheffield.co.uk / 0114 235 7524

Website: www.stlukeshospice.org.uk/volunteer