



Sheffield's Hospice

## **Volunteer Task Profile**

Volunteer Position: School Ambassador

Volunteer Lead: Community Fundraising Assistant

## **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 volunteers to support our Biz Kids Challenge, working with primary schools to raise the profile of St Luke's and generate awareness from an early age. The challenge launches in November and finishes in March.

## **Tasks**

We do require you to assist in:

- Supporting School groups with their fundraising activities during the challenge
- Establishing key contacts with the schools that you have been paired with and keeping regular contact
- Explaining to a young audience what Biz Kids is and ensuring a basic understanding of St Luke's
- Delivering a celebration assembly at the end of the project to thank the School for their involvement

We do not require you to assist in:

- Volunteering unsupervised with children

## **Other Requirements**

You must:

- Be a minimum of 18 years old
- Be dressed in St Luke's tee shirts/jumpers and display the identification badge at all times
- 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
- Participate in and contribute to team meetings (if applicable)
- Co-operate and liaise with departmental colleagues

## **Commitment**

This role is flexible in line with our events programme.

## **Skills, experience and knowledge required**

- Basic ICT skills
- Use of a PowerPoint is essential for this role, however full training will be provided
- Experience of working with Microsoft Office would be beneficial
- Confidence speaking to supporters

## **Training**

- An induction relating to the role
- Support before any presentation and briefing
- An opportunity to attend other training as required

## **Benefits**

- Help St Luke's raise funds and continue our vital work
- Use and develop public speaking and presentation skills
- Speak to and engage with a wide range of supporters
- Give back to the community in a direct and meaningful way

## **Contact Information**

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