

<u>ROLE DESCRIPTION</u>	
Role Title:	Fundraising Event Volunteer
Role Purpose:	To support the smooth running of our events by working with staff and other volunteers, providing a friendly and helpful service to our supporters and members of the public. To help us maximise the opportunities to raise money and awareness for the Raising Health charity.
Hours:	The timing of the events will vary. Many events will take place at weekends; however, we will also be looking for volunteers that can help out during the week and in the evenings.
Reports to:	Carolyn Pascoe, Fundraising Manager for Raising Health



Raising Health – Leicestershire Partnership NHS Trust’s charity

Raising Health supports Leicestershire Partnership NHS Trust by generating income to support excellent care initiatives, equipment and innovations which go above and beyond core NHS provision to enhance the experience of our patients, service users and staff. We are looking for volunteers to support the work of the charity.

What is the benefit of this volunteer activity?

We are developing a calendar of events to help us raise funds as well as showcase our work. As well as our flagship events we also have a presence at a number of external challenge events, mainly during the summer months, where individuals take part to raise money for us or where we are in attendance with collecting tins / buckets.

What is the benefit of this volunteer activity for me as a volunteer?

- An Events Volunteer T Shirt to help identify you to our attendees.
- An Events Volunteer briefing and event-specific instructions.
- An opportunity to feed back about the events you take part in and your experience volunteering with us.
- Recognition of the role that you are carrying out in support of the Raising Health charity.
- Opportunities to try new things and learn new skills, where appropriate.
- The opportunity to gain events experience for your CV.

Tasks

Each event will vary, depending on the location and type of event. However generally Events Volunteers will:

- Welcome visitors to the event, assist with registration where required.

- Talk to members of the public enthusiastically about the Charity to raise awareness about our work.
- Encourage visitors at the event to take part in the activities on offer, including fundraising games and raffles.
- Assist by running a fundraising activity stand such as a tombola or a game, including cash handling.
- Collect donations in a branded tin or bucket.
- Marshall walking/running routes for sporting events
- Help to set up the event by putting up banners, laying out display stands and take down/clear up.
- Offer attendees appropriate Raising Health charity publications/materials.
- Answer general queries and direct any medical or other specific questions to an appropriate member of staff.

TRAINING

- Induction to the aims and objectives of the charity and how it supports the Trust
- Briefing for the particular event you are supporting
- Mandatory Training

PLACEMENT LOCATION

Placement Area	Brief Description
Various LPT locations	Dependant on the task, locations throughout Leicester City, Leicestershire County & Rutland. Admin tasks would take place at Trust Head Quarters (Riverside House, Thurmaston, Leicester)

PERSON SPECIFICATION

<u>Volunteer Specification</u>	<u>Weighting:</u> 2 Important 1 Desirable
Experience	
Ability to work as part of a team	2
Confident when dealing with members of the public	2
Knowledge	
Good numeracy and experience handling money, giving change etc.	2
Skills	
Driving, although not essential	1
Good communication & listening skills	2
Motivation	
Friendly and approachable	2
Enthusiastic and outgoing	2
A willingness to attend all briefings and training sessions	2

related to your role A commitment to support the work of the Charity and represent us in a positive way	2
Special Aptitudes	
Ability to follow instructions	2
Circumstances/Flexibility	
Qualifications	
None	

DBS

This post is subject to an Enhanced DBS (CRB) check.