

Volunteer Role Profile

Role Profile –ELHT&Me Volunteer

Site – Across all Trust sites and within the community

Ward / Department- ELHT&Me

Overview of the role

ELHT&Me is the official charity for East Lancashire Hospitals NHS Trust.

The charity encourages staff and the public to raise funds in order to improve the health and wellbeing of the local population. All funds are for the benefit of our patients and their loved ones. Your efforts, support and donations make a huge difference for patients; improving the hospital environment, buying state-of-the-art medical equipment, funding research and teaching and helping us to go way beyond the NHS standard. Donors are able to stipulate how they would like their monies to be spent or which area they would like to support.

The income generated, mainly through donations and legacies, helps to enhance the services of the Trust. ELHT&Me ensures that all funds donated to the NHS are dealt with and accounted for properly, in accordance with Charity Commission and NHS regulations.

This role will assist the ELHT&Me fundraising team to raise much needed funds, and identify new funding streams.

This role will be directly supported by: ELHT&Me Fundraising Team

All our volunteer roles are support by the East Lancashire Hospital Trust Volunteer Services.

This role is required for: Flexible shifts and events to fit around your availability. We ask for a commitment of 3 hours per week.

Tasks – what does the role entail?

- Attending events promoting the charity and collecting donations
- Active fundraising through planned activities such as supermarket bag packing, or distribution and collection of charity tubs locally
- Identify where collection boxes could be places and take action on this ultimately resulting in a collection box in that area.

Required qualities:

Essential qualities: Good communication skills are essential both verbal and written, ability to work within a team

Desirable qualities: Some experience of fundraising either professionally or in a personal capacity

Training

Everyone volunteering at the Trust must attend a volunteer induction and will be required to complete core mandatory training before carrying out any volunteering activity within the Trust and may be asked to regularly refresh training where required. All mandatory training will be provided free of charge to the volunteer. From time to time volunteers may be offered additional training opportunities related to their volunteering role, places will not be guaranteed and occasionally there may be a cost associated, this will be made clear to volunteers in advance.

Does this role require any specific training?

No specific training has been identified.

Organisational requirements – Volunteers will be provided with and have access to the Trust’s volunteer policy and volunteer handbook. This includes information relating to equality and diversity, health and safety, data protection and confidentiality, infection control, safeguarding, and code of conduct. Volunteers are expected to follow guidance described in these documents. Volunteers will also be expected to sign and comply with a three way volunteer agreement, an agreement bound in honour only, which describes the expectations of the volunteer, the staff member responsible for them, and volunteer services.

Risk Management

Risk	Mitigation
<i>Lone Volunteering</i>	There may be occasions where volunteers may be carrying out activity on their own. Volunteers are encouraged to carry a mobile phone and will be provided with a contact number in case of emergencies. The process will be made clear to the volunteer before being asked to volunteer on their own.