**Role – Events support Volunteer**

Arthur Rank Hospice is committed to inclusivity, respect, fairness, engagement and equality of opportunity for our patients and their families, our staff and trustees, our volunteers and our supporters.  We value the strength that comes with difference and the positive contribution that diversity brings to our community.

Would you like to apply for this role?

Go to <https://www.arhc.org.uk/join-us/volunteer-opportunities/>, click ‘Apply Now’

**Aim:** Events support

**Reporting to**: Events Team

**Shifts: Varied shifts/times depending on role**

**Will this role require a DBS check? No**

**Is there a minimum age requirement for this role?** (staff should be aware that the min age is 17 for the Hospice) For a marshalling role there is a minimum age of 17, under 17’s must be accompanied by an adult.

**Are reasonable expenses reimbursed?** Yes, speak to the voluntary services team for more information.

**About Events in our fundraising team:** Throughout the year the Fundraising Team run several different events raising vital funds for the Hospice, from Star Shine Night Walk to Christmas tree recycling. The team are always in need of enthusiastic volunteers to help with a number of different tasks involved with the events. With a range of events comes a range of different tasks and roles, so there is something for everyone!

A group of women in green shirts

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**Main Responsibilities**

Roles available:

* Marshalling
* Cake Bakers
* Registrations
* Refreshments
* Lead walkers/ Back walkers
* Event set up and pack down
* Van drivers and crew members (Christmas tree recycling specific)

**General Responsibilities**

* Telephone the Fundraising Team on 01223 675888 as soon as possible if unable to fulfil your commitment so that replacement cover can be arranged.
* Maintain strict confidentiality at all times
* To support the Charity in its aims and missions
* Attend or contribute to volunteer meetings whenever possible
* To adhere to the Volunteer policies and procedures set out in your training and induction

**Benefits of volunteering in this role**

* An opportunity to make a difference and support your local community
* Develop new skills and experiences to add to your CV or University application
* An opportunity to be part of a professional team and contribute to a very worthwhile cause
* Training and induction relevant to the role
* Reasonable out of pocket expenses will be reimbursed

**Person Specification**

|  |  |
| --- | --- |
| **Applicable to all roles** | **Role Specific** |
| To be non-judgemental, kind and compassionate in all your interactions | Must read and following guidance and risk assessments provided for each event |
| To ensure you maintain confidentiality |  |
| To adhere to the boundaries of a volunteer role |  |
| To be proactive in seeking support or supervision when needed |  |

**What our staff say about this role** We couldn’t run our Hospice events without the help of all our amazing volunteers. Whether its marshalling or cake baking, there is a role for everyone.

If you’re interested in this role, please email or phone our Events Team at:

[events@arhc.org](mailto:events@arhc.org) or 01223 675888

