

Volunteer Fundraising Assistant

Time Commitment	Minimum 1 day a week
Location	Fair Havens Priory Crescent Southend on Sea
About Us	<p>Havens Hospices provides palliative nursing and supportive care to adults and children living with complex or incurable conditions.</p> <p>Havens Hospices is committed to safeguarding patients and their families, visitors, staff and volunteers. The recruitment of all staff, volunteers and trustees is robust and follows principles for Safer Recruitment.</p> <p>Our Values</p> <ul style="list-style-type: none"> • Care and Compassion • Commitment • Community • Courage • Integrity
Benefits of volunteering	<ul style="list-style-type: none"> • Meet new people • Try something new • Be part of your local community • Learn a new skill or experience • Increase confidence and self esteem • Improve employment prospects • Be part of a team • Move towards making a career change • Use your skills to benefit others • Give you a purpose or routine • Training in a key industry skill <p>Evidence suggests that volunteering has a positive impact on your health and wellbeing.</p>
What we offer you	<ul style="list-style-type: none"> • Named Volunteer Coordinator to support you in your role • Induction and 'on the job' training as required • Volunteer Charter which demonstrates our commitment to volunteers • Agreed out of pocket travel expenses • Recognition in the form of thank you events • Certificate of volunteering (on request)

What the role involves	<ul style="list-style-type: none"> To support the fundraising team with administration tasks including: Website research: recording of findings Sourcing raffle prices Co ordinating collection tin placement and collection Updating supporter records Mailings Any other reasonable duties designated by the Volunteer Coordinator
Skills, experience and qualities required for the role	Admin experience desirable Data input experience Good communication skills: both verbal and written Good knowledge of Microsoft Office including Excel, Word Organised, efficient management of time. Confident telephone manner Team Player Flexible approach to work load
Recruitment process	<ul style="list-style-type: none"> Application form Informal interview ID verification DBS – Enhanced Two references Recruitment paperwork Induction session e-learning training (paper based available if not computer literate) and Workbook
What we require from our volunteers	<ul style="list-style-type: none"> Satisfactory recruitment checks Respecting and adhering to the charity's Values Following the guidelines, policies and procedures of the charity Carrying out your role to the best of your ability, enthusiasm, and professionalism Being reliable and committed, giving as much notice as possible if you are unable to attend your shift Participating in training deemed relevant for your volunteer role, within the agreed timeframes Maintaining confidentiality of charity information and adhering to GDPR (data protection) regulations
Volunteer Services Team contact details	01702 426237 volunteering@havenshospices.org.uk

