



Volunteer Specified Role

Volunteer Role: UHNM Charity Volunteer

Responsible to: Volunteer Co-ordinator and Communications, Fundraising and Events Officer

Volunteer Role Purpose

To assist UHNM Charity in engaging with and supporting staff and fundraisers and to help raise the profile of the charity at UHNM.

UHNM Charity

UHNM Charity supports the excellent work of University Hospitals of North Midlands NHS Trust by enhancing facilities and providing added value. It is a registered charity that manages all money raised for, or donated to, the hospital.

UHNM Charity supports patients, their relatives and friends, staff and local businesses and organisations to raise money for the hospital. The charity also works closely with the hospital to make sure that all specialities are supported to spend every penny of the money raised on items that will directly improve patient care.

We rely on dedicated volunteers to support our small team in raising awareness of the charity within the hospital to our staff, patients and visitors.

Main Duties and Responsibilities

Specific

- Support the Communications, Fundraising and Events Officer to provide a 'meet and greet' and information facility for the charity in the main Atrium, and potentially other key hospital entry points, including County Hospital.
- Help us connect more effectively with fundraisers staff, patients, carers and the public.
- Take photographs of fundraisers when they come to give donations.
- Support charity team to swap collection cans within the hospital and keep written records accurate and up to date.
- Support the Charity team at awareness/fundraising events within our two hospital sites
- Accepting donations and completing appropriate documentation

General

UHNM Charity Volunteer

- Enthusiasm for the work of UHNM Charity
- Willingness and ability to attend on a regular basis
- A team player with a 'can do' attitude and the willingness to get involved
- A friendly and approachable personality with the ability to liaise with people
- The ability to act in line with trust policies and procedures
- Reliable and trustworthy, able to keep all information given and discussed within the hospital confidential