|  |
| --- |
| **Volunteer Role Description** |
| Role Title  | Events Maintenance Support  |
| Location | North Devon Hospice, Deer Park, Rumsam Rd, Barnstaple EX32 0HU and off site locations |
| Commitment Required | Occasional days (advance notice of events is given) |
| Hours | Flexible & occasional. May include weekends, early morning starts and evening finishes. Maximum 6 hours per day. |
| Reports to | Lead Maintenance Engineer |
| Accountable to | Head of Facilities  |
| Role Summary: To support the Facilities Team with the logistics of hospice fundraising events, delivering, setting up, taking down and storing any necessary event resources before and after the event. |
| What’s involved:* Collect and deliver resources for events e.g. banners, tables, chairs
* Support the Facilities Team assembling and dismantling marquees and gazebos
* Setting out signage, barriers, banners etc. prior to the event and collecting them afterwards
* Key events in North Devon hospice’s calendar include:
* Night Walk every May
* Marathon every June
* Floating By every July
* Mission Unbreakable every October

Key responsibilities:* Adhere to hospice policies, procedures and all training undertaken in relation to your role
* Actively participate in hospice risk management process in order to help safeguard the welfare of patients, visitors, volunteers and staff
* Adhere to good practice regarding professional boundaries
* Complete statutory training in accordance with North Devon Hospice requirements
 |
| Benefits:* Work alongside the Facilities Team and be a part of the wider hospice team
* Satisfaction in the knowledge that you are helping in a very real, hands-on way.
* Experience an aspect of the hospice not usually seen.
* The opportunity to build on existing skills and learn new ones
* Meet new people
* Help others within your local community
* Reimbursement of all reasonable travel expenses
 |
| Essential Qualities: Our volunteers need to be approachable, flexible, able to follow instruction and work as part of a team. For this role it’s important to be physically fit and able.  |
| Training & supervision:* Induction and statutory training, prior to commencing the role
* Required ongoing training relevant to the role as directed by North Devon Hospice, including health & safety, food hygiene, moving and handling etc.
* Regular support and information meetings
* All volunteers are responsible for ensuring that they follow good infection control practice at all times and that they are familiar with infection control policies, procedures and guidance relevant to their area of work.
 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Person Specification** | **Essential** | **Desirable** | **Method of Assessment** |
| Qualifications |  | Driving licence | Documentation |
| Skills and knowledge | Ability to work as part of a team and follow instruction |  | Application/Interview |
| Experience |  | Driving various vehicles including vans | Application/Interview |
| Personal Qualities  | Physically fit and healthy to be able to safely undertake a range of manual tasksCommitment to following NDH policies and guidelines Friendly, reliable and committedAbility to relate to people from all backgrounds Awareness of own strengths and limitationsFlexible and adaptable |  | Application/Interview |

Date: March 2018

Authors: Donna Warlow, Head of Facilities; Melanie Denning, Facilities Coordinator; Volunteer Office