Volunteer Role Description

**Role Title**: Fundraising Volunteer

**Reporting to:** Volunteering Team

**Key staff collaboration:** Community Fundraiser / Charity Administrator

**Department:** Charity Team

**Time Commitment**: Variable

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**Role Summary**

The L&D Hospital Charitable Fund is an independent registered charity to support and enhance the service of the Luton and Dunstable University Hospital.

The L&D Charitable Fund has always relied on the dedication and skills of volunteers to offer practical support in the hospital and in the community.

As the charity grows we require volunteers to participate in supporting our Community Fundraiser with fundraising activities and events in the hospital and in the community.

This is an exciting time to help us to grow and to assist us in generating much needed funds for the hospital.

**Time Commitment and Location:**

* The majority of our events in the community are based in the Luton and Dunstable area.
* You will need your own transport
* Many volunteer opportunities will arise on an adhoc basis (this is not a regular or weekly opportunity. You will be contacted in advance of any event to see if you are available)
* Many of the events take place at weekends

**General Responsibilities**

* A fundraising volunteer will take part in a variety of activities which may include attending fundraising sales (e.g. cake sales/book sales) and store collections (e.g. supermarkets).
* Assist the Community Fundraiser /charity administrator in manning the fundraising stall at events such as fairs and carnivals throughout the spring and summer months and aid with setting up and taking down equipment
* Take part in community tin collections.
* Support our Christmas events such as our ‘Tree Lighting Ceremony’ and with Christmas present wrapping.
* Support the charity with mail outs and putting up posters and any other general admin or fundraising duties that we need assistance with.

**Specific skills and attributes required**

* Excellent communication skills
* Enthusiastic individual who enjoys engaging with the public
* Passion for fundraising
* Able to handle money
* Organised
* Creative
* Reliable team player

**We will provide:**

* Induction to the hospital and charity
* Knowledge of the charity, fundraising and the units we support in the hospital
* Ongoing training and information updates specific to your role
* Reimbursement of travel expenses
* Experience in the fundraising sector.
* The opportunity to gain new skills and meet new people
* To be part of a friendly and fun team and add value to your local community and hospital.
* Flexible Volunteering(you can choose the events you would like to get involved with according to your availability)
* Reference on completion of a minimum period of Six Months