

VOLUNTEER ROLE DESCRIPTION



VOLUNTEER TITLE: Communications Administration Volunteer

VOLUNTEER LINK: Communications and Marketing Officer (Retail)

Aims: To support the communications department with general administration tasks.

When / Where: 1-4 hours Monday – Friday, on-site at St Oswald's Hospice.

Main Tasks:

- Preparing leaflets or other materials for distribution (printing, folding, stapling)
- Updating notice boards
- Laminating
- Typing up notes
- Filing
- Shredding
- Assisting Comms Team with creating displays
- Undertake adhoc duties as required

Personal Qualities:

- Identifies with St Oswald's Hospice values and standards of behaviour
<https://www.stoswaldsuk.org/who-we-are/our-vision-mission/our-values-standards-of-behaviour.aspx>
- All round good communicator
- Friendly
- Organised and efficient with an attention to detail
- Able to manage workload and time effectively
- Works well in a team and alone

Benefits

- The opportunity to make a difference to people at a difficult time in their lives and to support your local community
- An opportunity to develop new skills and experiences and your knowledge of comms and marketing
- A chance to meet new people
- Reimbursement of your travel expenses

Essential Processes/ Training (Internal Info):

- ☒ Recruitment Pathway *[On-site]*
- ☒ Minimum age *[18+]*
- ☒ DBS check required *[Enhanced Childrens]*
- ☒ Health & Safety Training Online *[non clinical & on-site]*
- ☒ Induction *[on-site]*

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