VOLUNTEER ROLE DESCRIPTION

VOLUNTEER TITLE: Tree-Cycle Volunteer

VOLUNTEER LINK: Richard Houghton

Aims: To support St Oswald's Hospice's annual Tree-Cycle fundraising campaign by assisting with the collection and transportation of Christmas trees from supporters' homes. Volunteers will work alongside one or two of our brilliant Van Drivers to provide a safe, efficient and friendly collection service, helping to raise vital funds for the hospice.

When / Where:
The Tree-Cycle service takes place on designated collection days during January (Monday 4th - Saturday 23rd January, excluding Sundays).
Volunteers will be based at our Kingston Park Hub and travel throughout the local area collecting Christmas trees from supporters' properties.
Shifts are a full day (07.45 – 16.00), depending on collection routes and volunteer availability.

Main Tasks:
- You'll be paired with one or two of our brilliant St Oswald's Hospice Van Drivers to collect Christmas trees from supporters' homes
- Assist with navigating collection routes, locating addresses and finding the trees in their specified area (often outside in people's front garden)
- Safely lift, carry and load Christmas trees into collection vehicles.
- Work with the driver to ensure collections are completed efficiently and safely.
- Assist with unloading trees at the designated disposal or recycling site.
- Represent St Oswald's Hospice professionally and courteously when interacting with supporters and members of the public.
- Follow manual handling guidance and safe working practices at all times.
- Report any issues, concerns or incidents to the Tree-Cycle Coordinator.
- Help keep collection vehicles tidy during and after collections.

Skills and Experience:
- No previous experience is required.
- Can be counted on to arrive on time.
- Enjoy being part of a friendly team.
- Feel comfortable meeting and speaking with supporters and other people in the community.
- Are comfortable lifting and carrying Christmas trees
- Are happy to follow guidance so everyone stays safe.
- Are happy to spend the day outdoors in winter weather.

Additional Info:
This role involves walking, lifting and carrying. Appropriate clothing and footwear suitable for outdoor work and winter weather should be worn. PPE will be provided. The role may be physically demanding at times due to handling trees of different sizes and weights.

Personal Qualities:
- Enjoys meeting people and helping them feel welcome.
- Is keen to get involved and lend a hand.

- Is happy to be flexible when plans or routes change.
- Takes care to keep themselves and others safe.
- Can be relied on and wants supporters to have a positive experience.
- Identifies with St Oswald's Hospice Values and People Charter https://www.stoswaldsuk.org/who-we-are/our-values-and-people-charter/

Benefits:

- Volunteering at St Oswald's Hospice gives you the opportunity to make a difference to people at a difficult time in their lives and to support your local community.
- A chance to develop new skills, experiences and knowledge.
- Gain experience of community fundraising events and logistics.
- Be part of one of the hospice's largest annual campaigns.
- A chance to meet new people and be part of a friendly team.
- Reimbursement of your travel expenses.
- The support of a Volunteer Link who is an experienced member of the team.

Essential Processes/ Training (Internal Info):

☒ Recruitment Pathway *[Off-site/Ad-hoc]*
☒ Minimum age *[18+]*
☐ DBS check required *[No]*
☐ Health & Safety Training Online
☒ Additional training specific to role
  - Tree-Cycle volunteer induction
  - Manual Handling Awareness
  - Lone Working and Personal Safety (if using own vehicle)
  - Event-specific briefing

☐ Available on Volunteer to Career pathway *[No]*
☐ Smartcard Required *[No]*
☐ Home Working Risk Assessment *[if applicable]*
☒ Tree-cycle Risk Assessment
☒ PPE required *[Yes]*