

## Events Volunteer Role Description

**Name of Organisation:** University Hospitals Birmingham (UHB) Charity

**About the Organisation:** UHB Charity exists to support UHB Foundation Trust which covers Heartlands, Good Hope, Solihull and Queen Elizabeth Hospital's in Birmingham. It funds equipment, research, facilities and training that benefit staff, patients and visitors.

**Role Title:** Events Volunteer

**Location:** Various

**Purpose of role:** To assist at events fundraising for the Charity.

**Role Description:** The Charity attends a number of stalls, bucket collections and events throughout the year. The role of Events Volunteer is to help at these events on an ad hoc basis.

**Time Commitment:** Ad hoc – to be agreed with volunteer

### List of examples of tasks

- Manning a stall selling Charity merchandise
- Running a tombola
- Bucket collecting at a hospital, event or supermarket
- Manning a registration tent, checking entry tickets
- Packing goody bags or giving out freebies
- Auction spotting, running a raffle or silent auction

### Skills/ Experience needed

- A polite, friendly, approachable manner
- A love of meeting and helping new people
- Ability to attend ad hoc events (with reasonable notice)
- No experience needed as full training will be provided

### **Benefits to volunteer**

- Work experience – a great way to build your CV
- Social aspect – a fantastic way to meet lots of different people
- Flexibility – you can choose which events you are able to attend throughout the year
- A way to give back to your local hospital

### **Training/ Expenses**

Full training will be provided and you will have a dedicated Volunteer Co-ordinator to support you in your role.

Reasonable travel expenses can be claimed in line with our Volunteer Expenses policy.

### **Recruitment Process**

1. Complete an application form
2. Have a face to face meeting with our Volunteer Team to ensure that the role matches your skills and desired outcomes
3. If happy to continue, complete our onboarding process
4. Start role and role specific training.

### **Other information**

This voluntary opportunity is unpaid.

The Charity is committed to supporting and training volunteers and volunteers will be provided with a named contact for support throughout their journey.