

Hospital and Community Volunteer (Reference No: 051505)

Location: Roles available at Royal London, Barts, Newham and Whipps Cross Hospitals; Barts Charity Head Office, 12 Cock Lane, London EC1A 9BU

Role Type: Volunteer - visiting hospital site and local community; basic office duties

Commitment: Minimum of 1 day (2 half days) per week

Duration: Ongoing

Requirements: You will need to attend an induction morning at the Charity's Head Office opposite Barts Hospital, a training and information programme run by Barts Health NHS Trust and a site visit to the Hospital your role is based at, where you will be introduced to key contacts and shown around the areas you will be expected to cover. You need to be fit enough to walk around a large hospital, sociable and diplomatic, able to build relationships with both volunteers and staff from the Trust. You must feel comfortable in a hospital environment: our hospitals are busy and vibrant places, with patients regularly transported between wards.

Responsibilities: Your role will encompass the following responsibilities:

- Checking Charity leaflet holders are tidy, free of non Charity material and always well stocked with relevant, up-to-date literature
- Help run Barts Charity Information stands
- Visit hospital volunteer stations and build relationship with Trust volunteers, deposit Charity literature with them and check current stock
- Visit café, restaurant and shops that hold Charity collection tins. If full, replace with new tin and return full one to Head Office in Smithfields
- Collect donations from the cashiers office as and when required, delivering them to Head Office
- Identify areas and opportunities the Charity can place posters, literature or collection tins within the hospital and the wider community
- Replenish and maintain materials on open ward areas such as Outpatients
- Monitor literature on restricted wards and build relationship with key staff. A DBS check will be required
- Data input and other basic office duties
- Visit organisations in and around the hospital to promote the Charity
- Be an advocate of the Charity and the work we carry out. Always be prepared to talk about the Charity, promoting it whenever an appropriate opportunity arises

12 Cock Lane, London EC1A 9BU

www.bartscharity.org.uk

A registered charity no. 212563

Opportunities: The role is a varied and active one, involving relationship building, promotional and organisational skills. Barts Charity supports the work of Barts Health NHS Trust, the largest trust in the UK, so the role will offer you insights into the NHS and how it functions on a day-to-day basis. It is sociable, but will require planning and forward-thinking, especially when visiting busy wards and staff.

Notes: You will be given a full overview of Barts Charity and how we work to support Barts Health NHS Trust, patients and their families, with special attention focused on the Community and Events fundraising programme.
This role would suit someone semi/fully retired, looking to return to work after time away from employment or someone looking to learn about the charity sector.
Expenses will be reimbursed in line with standing practice, with additional reimbursement needing to be agreed in advance.
You will not be expected to store cash or cheques at home.
You will be given full support by the fundraising team, with someone on hand to field enquiries during office hours – 8am to 6pm

Please contact:

Simon Pitts
(Community Manager)

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EC1A 9BU

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