

Volunteer Lead: Community Fundraiser

Flexible hours: To be discussed

Available to: Volunteers aged 18+

St Luke's is Sheffield's Hospice, with a vision to support and care for everyone affected by terminal illness in Sheffield. We are a community organisation, which means that everything we do is focused on helping people in their own communities, as well as at our Little Common Lane site and our new adjoining site on Ecclesall Road South. Our shops are based in the heart of communities across the city, and alongside our amazing volunteers, we couldn't do what we do without them.

What does this role involve?

The Fundraising department is looking for drivers to help deliver empty collection tins and collect full ones from community venues and workplaces across Sheffield and the surrounding areas.

Money raised through collection tins has a significant impact on the work of the hospice. It provides vital funds, offers a stable source of income, and helps raise the profile of St Luke's across Sheffield communities.

Tasks

You will be asked to:

- Receive a list of locations where tins need to be delivered or collected
- Visit these locations and exchange the collection tins as required
- Return all collected tins to the Supporter Relations Team at the hospice later the same day, reporting any issues or difficulties encountered
- Follow the Lone Worker Policy (covered during induction)
- Comply with the Highway Code at all times

We **do not** require you to:

- Transport amounts over £3,000, in line with our insurance policy

What skills and abilities are needed?

- A full driving licence and access to a vehicle
- Good communication skills
- Good knowledge of the Sheffield area
- A proactive and self-motivated approach
- The ability to use your own initiative

When we need you:

- Initially around once a week, although this may vary depending on demand
- We are happy to work around your availability

What support will you have?

- The Community Fundraiser will be your main point of contact
 - Ongoing support from both the Volunteering and Fundraising teams
 - All necessary fundraising materials and collection tins provided
 - A volunteer badge to identify you as part of St Luke's
 - Reimbursement of reasonable, pre-agreed travel and parking expenses
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How can we support you?

- Meet interesting and diverse people
 - Give back to your community in a meaningful way
 - Develop and build your skills
 - Gain experience to support job applications
 - Invitation to Volunteer Celebration Events
 - Support with references and advice
 - Reimbursement of travel expenses in line with our Volunteer Policy
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General

Collection Tin Transporters are expected to:

- Be aged 18 or over
- Hold a full, clean UK driving licence and agree to DVLA checks
- Have access to a vehicle with appropriate business insurance
- Ensure their vehicle has a valid MOT and is regularly serviced



Sheffield's Hospice

- Complete a risk assessment
- Display their ID badge at all times
- Hold a current enhanced DBS (completed through St Luke's)
- Follow the Health & Safety at Work Act
- Attend relevant training
- Adhere to St Luke's policies and procedures
- Follow the Hospice no smoking policy
- Participate in team meetings (where applicable)
- Work collaboratively with colleagues

Contact Information:

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