



WORCESTERSHIRE  
ACUTE HOSPITALS  
CHARITY  
Putting patients first

WORCESTERSHIRE ACUTE HOSPITALS CHARITY

# Volunteering Role Profiles

# Introduction and Welcome

## **Are you looking for a way to support your local hospitals that fits in with your schedule?**

Worcestershire Acute Hospitals Charity exists to support the staff and patients of Worcestershire Acute Hospitals Trust. The Trust manages three local hospitals – the Alexandra in Redditch, Kidderminster Hospital and Worcestershire Royal Hospital in Worcester – as well as providing a range of healthcare services from sites across our county.

## **Donations support the following key areas:**

- Improving facilities for patients, staff and visitors
- Supporting ongoing staff development and welfare
- Funding additional medical equipment

We need your help to raise awareness and vital funds for Worcestershire Acute Hospitals Charity in your local area.

For more information please contact [info@wahcharity.org](mailto:info@wahcharity.org) or call **01905 768954**



# Charity Champion

## Could you join the charity as a Charity Champion?

### What would the role involve?

- Promoting the work of Worcestershire Acute Hospitals Charity by attending local community events and shows with a charity stall
- Manning bucket collections at venues across Worcestershire
- Managing charity collection tins in your local area
- Attending presentations on behalf of the charity to officially accept donations and thank our supporters
- A mixture of the above or just one – it's up to you!

### What experience do I need?

You don't need to have any previous experience in events or fundraising. We are looking for people who enjoy spending time out and about in their local community and are keen to raise awareness of the work of the their local hospital charity. There are opportunities to join other volunteers and the charity team at events to offer a helping hand, or to take more of an organising role on behalf of the charity. The charity team will provide you with all the support, training and tools you need. Volunteering for Worcestershire Acute Hospitals Charity is flexible to fit in with you. There are no time expectations but we would hope you could join us for around one event per month during the busier seasons.

In return the charity aim to provide you with a rewarding and interesting volunteering experience where you can develop new skills, meet new people, be part of a great team and support your local hospital charity. Volunteering opportunities can be added to your CV or University personal statement.



# Volunteer speaker

## Could you join the charity as a volunteer speaker?

### What would the role involve?

- Promoting the work of Worcestershire Acute Hospitals Charity by giving talks and presentations to a range of audiences including local community groups and schools
- Approaching groups and supporters in your local area to promote our charity presentations and book speaking engagements
- Attending local events and cheque presentations on behalf of the charity to officially accept donations and thank our supporters

### What experience do I need?

You don't need to have any previous experience in public speaking or presenting, you just need to be confident in speaking in front of a group and ideally be comfortable in using Microsoft PowerPoint. The charity team will provide you with all the support, training and tools you need. Volunteering for Worcestershire Acute Hospitals Charity is flexible to fit in with you. There are no time expectations but we would hope you could join us for around one event per month during the busier seasons.

In return the charity aim to provide you with a rewarding and interesting volunteering experience where you can develop new skills, meet new people, be part of a great team and support your local hospital charity. Volunteering opportunities can be added to your CV or University personal statement.



# Charity Research Volunteer

## Could you join the charity as a Charity Research Volunteer?

### What would the role involve?

- Compiling lists and spreadsheets for the charity team of local community groups, businesses and opportunities to help boost fundraising efforts
- Researching local events for the charity to attend with a fundraising stand
- Researching potential speaking engagements for the charity with local community and interest groups



## What experience do I need?

You don't need to have any previous experience in administration or fundraising but you will need access to your own computer, email and internet access. A good local knowledge of Worcestershire would also be helpful but more importantly we are looking for people who are keen to help support their local hospitals charity.

Worcestershire Acute Hospitals Charity is flexible to fit in with you, and the charity team will provide you with all the support and guidance you need. There are no time expectations but we would hope you could join us for around one event per month during the busier seasons.

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# Charity Awareness Co-ordinator

## Could you join the charity as a Charity Awareness co-ordinator?

### What would the role involve?

- Manning the charity awareness stand in the Worcester Royal Hospital Atrium. This would include talking to visitors and answering any of their questions in order to increase awareness of the charity.
- Setting up and tidying away the charity awareness stand.
- Keeping charity staff updated with a brief overview of the day via email - for example, roughly how many visitors to the table, leaflets given out and any queries/interest in our projects and appeals.
- Directing visitors to the donation station if they would like to give money.

### What experience do I need?

You don't need to have any previous experience in the charity sector but we are looking for people who are keen to help support their local hospital's charity. This role is flexible and you can give as much or as little time as you are able, but an example shift could be 10 am to 4 pm – perhaps in two shifts (10-1 and 1-4) but could be less depending on availability.

The charity team will provide you with all the support and guidance you need such as briefing notes so anyone who gets involved can speak confidently about the charity. You would undertake a training/induction session to give you an overview of the charity and what we want to achieve from the awareness stand.

In return the charity aims to provide you with a rewarding and interesting volunteering experience where you can develop new skills, be part of a great team and support your local hospital charity. Volunteering opportunities can be added to your CV or University personal statement.



# General support Volunteer

**Could you join the charity as a general support Volunteer?**

**What would the role involve?**

- Assisting the community fundraising team at events, for example helping with registration and ticket checking, selling raffle tickets and also helping with arrangements ahead of the event if appropriate.
- Providing help and cover on the charity stall at outdoor shows – usually awareness raising and tombola style fundraising – this may involve helping to set up the stall and de-rigging at the finish.
- Sourcing raffle prizes from local businesses and shops.
- Helping with designing posters and flyers for upcoming events.
- Assisting the Head of Fundraising with grant applications – undertaking research and sourcing information.
- Helping with supermarket/garden centre bucket collections.
- Generic event support.

**What experience do I need?**

You don't need to have any previous experience in administration or fundraising but you will need access to your own computer, email and internet access. A good local knowledge of Worcestershire would also be helpful but more importantly we are looking for people who are keen to help support their local hospitals charity. This role is completely flexible and you can give as much or as little time as you are able and the charity team will provide you with all the support and guidance you need.

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