

# Volunteer Role Profile

Volunteer Role

**Event Support - Mustard Tree**

Volunteer Manager

**Voluntary Services & Mustard Tree**

Where you will be based

**Other**

## Why we want you

We are looking for people to attend events outside of the hospital and promote the work and services of the Mustard Tree. This may be on your own or with another volunteer or member of the Mustard Tree Team. We can be asked to attend social groups, support groups or larger organisations to speak about the services we offer, or to have an information stand at the event. We may be asked to attend to collect money raised from a charity fundraising event or to work alongside another organisation to support those affected by cancer. Our event volunteers may be asked to give a presentation of our services, using a standard presentation.

## What you will be doing

- Attends functions outside of the Mustard Tree Centre.
- Provides up to date information on the services offered.
- Organises any equipment and information that may be required.
- Ensures any cash or cheques that have been collected are delivered to the Mustard Tree .
- Completes surveys and feedback forms with users.

## The skills you need

- Excellent communication skills – talking and listening to patients and staff – with a good standard of oral English.
- A good general knowledge of IT and how to use PowerPoint – training can be given.
- A good level of fitness as the role standing and walking.
- Understand and comply with confidentiality requirements.
- Have a professional and friendly demeanour, and able to work in a team.
- Be committed to the role and attend regularly. Be punctual and dependable.
- Within the boundaries of your role, be self-motivated and able to help without direct supervision.
- The ability to know when to seek help – although guidance will be given.

## What's in it for you

- Opportunity to see how a support centre works.
- Gain experience in talking to and listening to people affected by cancer.

- Meet new people every day.
- Positively influence the department and help NHS staff by relieving pressure so they can carry out their clinical tasks.