### Volunteer Role Description

<table>
<thead>
<tr>
<th>Role Title</th>
<th>NHS Lothian Charity Rep</th>
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<tbody>
<tr>
<td><strong>Purpose of the role</strong></td>
<td>To help at charity stands, promoting the charity’s work and fundraising activities.</td>
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<td><strong>Where</strong></td>
<td>Events in hospitals or around Edinburgh and the Lothians</td>
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<tr>
<td><strong>When</strong></td>
<td>Ad hoc</td>
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</tbody>
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| **Tasks to be undertaken** | - Hand out goodies – to patients, visitors, staff or supporters  
- Talk to people about the work of the charity  
- Serve tea and coffee  
- Handle donations  
- Set up stands and clear down  
- Meet and greet supporters  
- To cheer supporters at events where applicable e.g Runs/Walks  
- To sign post or help patients, visitors, staff or supporters |
| **Tasks not to be undertaken** | - Taking cash off site  
- Talking about the work of the NHS or offering medical advice  
- Using the charity name out-with the activity or event |
| **Skills, Attitudes and Experience needed** | - Friendly  
- Approachable  
- Helpful  
- Flexible  
- Trustworthy  
- Reliable  
- Basic written and mathematical skills  
- Adherence to [NHS Lothian and NHS Lothian Charity values](#)  
- [Adherence to fundraising codes of practice](#) |
| **Support/Supervision** | NHS Lothian Charity Member of staff  
Volunteer briefing notes  
Guidance to fundraising codes of practice and NHS Lothian/ NHS Lothian Charity values  
Manual handling training where applicable |
| **Expenses** | |
| **How to apply / what happens next** | Apply online |
| **Created, by whom** | Tumong Edwards |