

Volunteer Role Description

Role Title	NHS Lothian Charity Rep
Purpose of the role	To help at charity stands, promoting the charity's work and fundraising activities.
Where	Events in hospitals or around Edinburgh and the Lothians
When	Ad hoc
Tasks to be undertaken	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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