



Volunteer Role Descriptions

Event Steward

To help raise awareness of the Trust by acting as a representative of the charity at promotional events, shows and other similar activities (e.g. manning a stand with literature or merchandise or attending an event to sell raffle tickets in aid of the charity).

Main skills required:

- ◆ A friendly, helpful and approachable manner
- ◆ Confident in dealing with members of the public
- ◆ Able to undertake tasks as part of a team of volunteers and staff

Store Collector

To fundraise by helping with store/street collections as part of a team of volunteers and staff. Collections may take place in forecourts of supermarkets, shopping centres, inside a football stadium or on the street as part of a local event, e.g. as part of a town's Christmas fair.

Main skills required:

- ◆ A friendly, helpful and approachable manner
- ◆ Enjoy interacting with the public
- ◆ Available during normal business hours and weekends

Raffle Ticket Sales Representative

To fundraise in the local community by promoting our raffle campaigns and selling raffle tickets to the public at events, shopping centres and stores.

Main skills required:

- ◆ Confident in dealing with members of the public with a proactive approach
- ◆ Able to undertake raffle ticket sales as part of a team
- ◆ To adhere to Gambling Commission guidelines, as outlined by the Trust
- ◆ Able to deliver the key messages and information provided by the Trust

Public Speaker

To act as a public representative of the Trust by giving talks to a wide variety of community organisations so as to inform and raise awareness of the charity.

Main skills required:

- ◆ Passionate about the work of the charity
- ◆ Able to deliver the key messages and information provided by the Trust
- ◆ Some experience of speaking in public settings
- ◆ Able to vary presentation style and demonstrate empathy with diverse audiences

Cheque Presentation Representative

To accept cheques on behalf of the Trust for funds raised by local individuals and community groups. This may involve giving a short presentation, having your photo taken to be placed in local media and internal communication and you may also be required to provide a quotation for the media on behalf of the charity.

Main skills required:

- ◆ Enthusiastic about the work of the charity
- ◆ Able to deliver the key messages and information provided by the Trust
- ◆ Confident in speaking to groups of people



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Collection Box Steward

To fundraise in the local community by placing, emptying and servicing collection boxes in the specific locations assigned to you.

Main skills required:

- ◆ A knowledge of local shops, businesses and tourist attractions
- ◆ Available during normal business hours to make visits to outlets
- ◆ Comfortable with handling, counting and banking money in line with charity procedures

Office Helper

To assist the Trust by providing administrative support or undertaking specific projects to help keep the charity running smoothly.

Main skills required:

- ◆ Flexible in your approach to tasks as this role can be quite varied
- ◆ Able to carry out a task on your own initiative or as part of a team
- ◆ Some experience of working in an office environment would be helpful

Exhibition Trailer Driver

To tow the exhibition trailer using the charity's 4x4 vehicle, taking it between the charity's offices and event venues as necessary.

Main skills required:

- ◆ A full driver's licence and own vehicle or confident to drive a vehicle supplied by the charity
- ◆ Friendly, helpful and approachable manner
- ◆ Good people skills and able to communicate with the public

Mascot Costume Wearer

To help with fundraising activities and raise awareness of the Trust by wearing a 'Dr Dudley' mascot costume to make people smile and increase donations for the charity.

Main skills required:

- ◆ A good sense of humour
- ◆ Able to walk around in a mascot costume accompanied by another volunteer
- ◆ Confident and enthusiastic about entertaining the public

Legal Disclaimer

These are volunteer tasks and not employment. No consideration is granted or implied.