

JOB DESCRIPTION

Volunteer Event and Fundraising Support - Fundraising, Marketing and Communication Team

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| Reporting to: | Senior Fundraising, Marketing and Communications Team |
| Hours: | 12 - 20 hours per week. Commencing late March - until the end of May with some flexibility required close to the Annual Appeal on the 18 th & 19 th May 2018 |
| Location: | Mary Potter Hospice, 48 Mein Street, Newtown |
| Date Prepared: | February 2018 |

POSITION PURPOSE

To provide general support to the busy fundraising, marketing and communications team with a variety of tasks leading up to the Annual Appeal

RESPONSIBILITIES

Administration

- Event related administration
- Compiling excel spreadsheets
- Sourcing permissions for collection locations for the Annual Appeal
- Helping with projects including updating and follow-ups
- Assisting with logistics e.g. poster distributions, material preparation
- Potentially relieving an Area Coordinator role for the Annual Appeal
- Other project support as required

Health and Safety

- Adhere to Mary Potter Hospice's health and safety policies and guidelines, including infection control procedures
- Maintain own health and wellbeing
- Be mindful of hazards, and report any new hazards to your supervisor
- Identify and report risks
- Know your emergency exits
- Contribute to ensuring that a safe working environment is maintained at all times
- Participate in mandatory health and safety training as required

FUNCTIONAL RELATIONSHIPS

Internal

- Senior Fundraising, Marketing and Communications
- Fundraising, Marketing and Communication team
- Volunteers

External

- Local Businesses in the Community

PERSON SPECIFICATION

The following requirements are sought for this position:

- High level of computer literacy
- Intermediate knowledge of Excel and Microsoft Office
- Drivers licence preferred but not essential
- Previous experience with events, volunteers and fundraising preferred but not essential
- Demonstrates a detailed and diligent approach
- Excellent organisational skills and communication skills

In order to meet the changing needs of Mary Potter Hospice, this job description may change from time to time.

Name: _____

Signed: _____ Date: _____

Supervisor: _____

Signed: _____ Date: _____

About Mary Potter Hospice

For over 35 years, Mary Potter Hospice has provided the highest quality specialist palliative care to people whose illnesses are incurable. We support patients and their families to deal with the host of significant and challenging changes.

At Mary Potter Hospice our vision is that people in our communities who need palliative care have access to compassionate and quality care, when and where they need it. To achieve this, we work alongside our many health partners to promote and provide education on quality palliative care and care planning services. We provide high quality specialist palliative care in our In-Patient Unit, in other care facilities and the community. The Hospice assists patients and their families with the quality of their life, their dying and their bereavement.

Our values are based on respect, compassion, dignity, hospitality, and stewardship.

In 2016/17 it will cost approximately \$12 million to run the Hospice. Government contract income currently funds 50% of this with the balance to be raised from the community. Donated goods sold through our retail shops is expected to reach \$2 million (gross).

Mary Potter Hospice is proud to be regarded as one of Wellington's most loved and trusted charities.

As at January 2017