

VOLUNTEERING OPPORTUNITIES

AT NIGHTINGALE HOUSE HOSPICE

**Thank you for taking an
interest in volunteering
for Nightingale House
Hospice.**

Volunteers are integral to the hospice team and play an important part in service delivery. This information is designed to give you an insight into the diverse volunteering opportunities we have available.



Nightingale House Hospice
Hospis Tŷ'r Eos

Receptionist Volunteer

At reception you are the 'face of the hospice' and the first point of contact for all our visitors. Working with a member of staff you will need to be confidential, have excellent communication skills, the ability to empathise with people and a telephone manner that is second to none.

Cash Counter

Counting cash donations and providing administrative support ensures our donors are thanked promptly and appropriately. Primarily you will count and record cash donations received into fundraising, whilst ensuring all information is kept confidential and secure. Full training will be provided.

Administration

Many departments throughout the hospice benefit from administration support. Duties could include data entry, scanning and photocopying documents, handling post, answering the telephone and greeting visitors to the office.

Drivers

We are always looking for drivers who are either prepared to drive their own vehicles or the hospice vehicles to support at events, make deliveries to our online customers, collect money tins, help with pop up gift shops and meal deliveries from Caffi Cwtch. This role is fully flexible and there is not always a need to offer a regular weekly commitment. If you have a clean drivers license and are aged between 25 and 80 we would love to hear from you!

Gift Shop Volunteer

You will help to generate much needed funds whilst delivering outstanding customer service. As part of the team you will create visually inspiring displays in the hospice Gift Shop which is based in the hospice main reception. You may also help at Pop Up Shops within the community helping to raise awareness of the hospice services.

Fundraising Volunteer

A great way to find your feet in volunteering! If you would like to be involved in raising the 4 million pounds necessary to deliver the hospice services the fundraising team would love you to join them. This role can be very active or as simple as you like - be a marshal at one of our outdoor events, be a walking guide or give up just two hours to help at a bucket collection - the choice is yours! It is the perfect role if you are unable to commit to a weekly shift.

Lottery Team Volunteer

You will belong to a small team who are responsible for one of the main income streams into the hospice. Being a great communicator, you will raise awareness of the lottery at events and actively encourage new players to join. Full training will be given for the role.

Cafe Volunteer

If you enjoy offering superb customer service and creating a lasting impression then being a member of our Caffi Cwtch or Regent Street team may be just for you. We will train you on our menu and making drinks, meeting and greeting, serving on tables and generally being a good egg - if you excuse the pun!

Kitchen

This role operates under the direction of our chefs and can be as complex or as simple as you like. Some ideas of the duties involved are preparing raw ingredients for meals, baking cakes, making drinks and washing up. Full training is available for this role.

Gardeners

If you can tell a plant from a weed and would like to help create and maintain our beautiful gardens this role is ideal for you. Being part of a likeminded team, who meet on Tuesday and Thursday, you will both help design and plant our gardens so they look their best whatever the season.

NIGHTINGALE HOUSE VOLUNTEERING OPPORTUNITIES

The roles listed are by no means exhaustive and if you have a professional qualification or other skill you feel may be of benefit to the hospice, please don't hesitate to get in touch with Volunteering on 01978 316800 or email volunteering@nightingalehouse.co.uk

In regard to commitment, we generally look for a four hour shift on any given day once a week, but this is flexible and your availability can be discussed at the interview stage.

Other essential recruitment criteria includes:

- **All roles being subject to the successful outcome of a Data Barring Services check (DBS)**
- **Two references being obtained; these can be either professional or character references**





***"Putting my spare time to good use by
catching up with fellow volunteers
who have become firm friends."***

- Hospice Volunteer

For more information on other volunteering roles, please contact:



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01978 316800
NIGHTINGALEHOUSE.CO.UK