

Volunteer Role: Assisting Administration/fundraising for brighterway

About Southern Health NHS Foundation Trust

Southern Health NHS Foundation Trust provides community health, including community hospitals, specialist mental health and learning disability services for people across the County of Hampshire. We employ around 6,000 staff and have in the region of 250 people volunteering in our services.

About this role

You will be working with the Southern Health charity, brighterway. The role has some specific things for the volunteer to do which are listed in the next section.

What will I be doing in this role?

- Assisting with administration e.g. database, records
- Event planning & organising
- Support the Head of Charity raise the profile of brighterway

What skills do I need?

- A basic understanding of and interest in fundraising
- Good communication and listening skills
- Friendly and approachable
- A team player and reliable
- Enthusiastic and enjoy engaging with the public
- Willing to work within guidelines and to take direction where necessary

What commitment is expected of me?

- We are looking for volunteers who could offer a minimum of 2 hours and a maximum of 10 hours a week (Monday to Friday) between the hours of 09.00 – 17.00. We would appreciate a commitment of 6 months volunteering in this role.

What can I expect from Southern Health NHS Foundation Trust?

- Relevant training
- Induction to the activity and volunteer role
- A settling in period to make sure this is the right role for you
- To feel fully supported in your role
- The opportunity to work within a diverse team
- The chance to meet new people
- The opportunity to learn new skills
- To feel appreciated and valued for your contribution

What are the steps to volunteering?

Application> Interview> DBS check> Occupational Health question> References> Training> start volunteering!

How to apply

To apply please contact Dominic Lodge via email Dominic.lodge@nhs.net or post FAO Dominic Lodge, 7 Sterne Tatchbury Mount, Calmore Hampshire SO40 2RZ.

Please note: In general volunteering roles within Southern Health NHS Foundation Trust require either a standard or enhanced DBS (Disclosure & Barring Service) check. This is done online by the applicant.

Confirmation

Volunteering coordinator.....

Volunteer(s).....