

COMMUNITY DEVELOPMENT VOLUNTEER

LINE MANAGER: Community Development Lead

DEPARTMENT: Community Development

DESCRIPTION OF ACTIVITIES

In this role, your aim will be to

To use your skills and time in supporting community development to raise awareness and understanding within the local community about the work of St Luke's Hospice (SLH). You will be expected to confidently engage with the general public, staff and other volunteers in order to promote and develop Community Development at SLH.

The role will focus on the following activities:

- Help to plan meetings and events.
- Attend events both internal and external to promote community development.
- Deliver presentations and to update both internal and external audiences.
- Engage local communities through a variety of means.
- Take part in projects related to community development.
- Gather data from the public.
- Upload collected data into database.
- Help to feed into reports or projects.
- Help to raise public awareness of End of Life care and issues.
- Engage with members of the public as well as internal/external professionals.
- Help to find out about the local needs related to End of Life Care.
- Various administration tasks .
- Respond to public and staff enquires related to community development at SLH.
- Help to monitor and evaluate data collected.
- Support the running of the SLH community development service.

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Communication and Relationships

- Willingness to communicate openly and honestly with Community Development Lead, and with other staff and volunteers.
- Building of trusting relationships within existing and new partnerships and the general public.
- Team-working with other staff and volunteers to ensure we are all working towards the same goals.
- All other liaison as required within Community Development.

Knowledge, Training and Experience:

No experience is necessary but any skills which would support this role e.g. admin, office-management, events management, research, teaching etc will be put to good use!

Personal Qualities

- Good communication skills.
- Confidence to engage members of the public.
- Enjoy meeting new people.
- Friendly.
- Reliable.
- Flexible/adaptable.
- Ability/willingness to accept direction and to give and receive feedback.
- Able to:- work well in a team as well as alone, work with people on a one to one basis as well as on a group basis, work within the policies & procedures of SLH.