

## **Fundraising Hub Volunteer**

### **Purpose of the role**

As a Fundraising Hub Volunteer, you'll be at the heart of Southampton Hospitals Charity, helping to make a real difference to patients, families, and staff across the hospital. You'll support the Charity by raising awareness of our work, engaging with visitors and potential donors, and assisting with a variety of fundraising, engagement, and administrative activities in our Fundraising Hub at Southampton General Hospital.

### **Key tasks**

- Create a warm and welcoming atmosphere within the Fundraising Hub, ensuring all visitors feel valued and supported.
- Promote awareness of the Charity's work by engaging with hospital staff, patients, families, and visitors.
- Support fundraising and awareness events in the hub and across the hospital.
- Assist with day-to-day administrative tasks such as data entry, responding to enquiries, and organisational tasks.
- Carry out regular poster and banner checks to ensure up-to-date Charity visibility across the hospital.
- Deliver charity items or resources to different wards as and when required.
- Help with monthly stock takes of Charity merchandise, birthday boxes, wedding boxes, and event boxes.

### **Skills, experience, and qualities needed -**

- Friendly, approachable, and confident engaging with a wide range of people.
- Enthusiastic about supporting a good cause and promoting the Charity.
- Good organisational and multitasking abilities, with attention to detail.
- Strong verbal and written communication skills.
- Able to work independently and as part of a team.
- Basic computer skills, ideally with experience using Microsoft Office (Word, Excel, PowerPoint).
- Professional, diplomatic, and sensitive to the needs of others.

### **When and where -**

The role is based in the Fundraising Hub at Southampton General Hospital, open Monday to Friday, 9am–4pm. We welcome volunteers who can offer their time flexibly, whether that's a few hours a week or more, we'll work with you to find a schedule that suits your commitments.

### **Support offered -**

You'll be supported by the Charity team, who will provide guidance, training, and encouragement to help you feel confident in your role. You'll also have opportunities to connect with other volunteers, develop new skills, and contribute to a positive, supportive team environment.

### **What is in it for you?**

- The opportunity to make a real difference to patients, families, and hospital staff.
- Develop valuable skills in communication, customer service, and administration.
- Gain insight into charity fundraising and hospital life.
- Boost your CV, references are available after 3 months of volunteering.
- Flexible volunteering that fits around your schedule.
- The satisfaction of knowing your time helps Southampton Hospitals Charity continue its vital work improving patient care and wellbeing.