

## **JOB DESCRIPTION FOR HOME HOSPICE TEAM ASSISTANT**

**This is a diverse role which will give the successful candidate a chance to learn about and be involved with every aspect of the organisation**

<b>Responsible to:</b>	The Co-ordinator and Chairman of Fundraisers
<b>Working Hours:</b>	20 hours – flexible timings
<b>Holidays:</b>	6 weeks, plus bank holidays and study leave
<b>Responsible for:</b>	Supporting Care and Fundraising Teams
<b>Liaising Internally with:</b>	Care Team, Fundraising Committee, Secretary, Volunteers and Patients
<b>Liaising Externally with:</b>	Local Businesses and organisations Local Press - EDP, Lynn News Swaffham Newsletter/Iceni Partnership Funding Providers
<b>Job Summary:</b>	<p>Support and care for patients as directed by Care Team. Assist at groups:- Daycare, Art and Craft, Bereavement and Carers' Support.</p> <p>Attend the Volunteers' Monthly Meeting, take and distribute notes. Contact suitable organisations to give talks at volunteers' meetings throughout the year. Assist with volunteer recruitment, training and support. Keep volunteers informed by email, meeting notes, newsletters etc. Keep training log.</p> <p>Encourage and support small band of volunteers who help with selling raffle tickets, street collections, making cakes, manning small fundraising stalls.</p> <p>Support Fundraising Team by attending meetings, taking and distributing minutes. Support events by preparing equipment, publicity, promotional material etc. as directed by Fundraising Team Promote events by distribution of posters, press releases, newsletters Investigate new ways of fundraising</p> <p>Manage collecting boxes and leaflet outlets within the Home Hospice area. Liaise with local organisations and individuals to support events; collect cheques/donations; thank supporters.</p> <p>Identify possible grant providers.</p> <p>Work with secretary to keep website updated. Assist secretary with patient surveys and volunteer reviews. Cover some secretarial duties e.g. writing thank you letters when secretary on leave Manage reception/telephone enquiries when Care Team not present</p> <p>General office support:- Tidying; making tea and coffee; local shopping for supplies etc.</p> <p>Any other task as designated by Co-ordinator</p>