

## VOLUNTEER ROLE DESCRIPTION



**VOLUNTEER TITLE:** Non-Patient Driver

**VOLUNTEER LINK:** Clinical Logistics Administrator(s)

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**Aims:** To provide a delivery service of patient related and fundraising goods for the Hospice

**When / Where:** Negotiable

**Main Tasks:**

Providing a garment delivery service to patients homes

To make deliveries / collections for support services within the Hospice,

To deliver / collect patient equipment

To make deliveries / collections for the Fundraising Department to meet deadlines for specific fundraising campaigns throughout the year

To maintain the continuing excellent relationship between St Oswald's and our supporters and donors.

To undertake any other tasks requested by the Clinical Logistics Administrators

**Skills and Experience:** Full UK Driving Licence with no serious convictions

**Additional Information:** Provide driving Licence and DVLA check code together with vehicle documents (insurance, MOT) on an annual basis

**Personal Qualities:**

Friendly & outgoing with good interpersonal skills

Tact, empathy and sensitivity

Discretion / Confidentiality

Reliable & Flexible

Committed to and demonstrates St Oswald's values of safety and support, positive and can do, accountability and authenticity, care and compassion and excellence and innovation.

**Benefits:**

- The opportunity to make a difference to people at a difficult time in their lives and to support your local community.
- A chance to develop new skills, experiences and knowledge.
- A chance to meet new people.
- Reimbursement of your travel expenses.
- The support of a Volunteer Link who is an experienced member of the team.



## **VOLUNTEER ROLE DESCRIPTION**

### **Essential Processes/ Training (Internal Info):**

- Recruitment Pathway *[On-site]*
- Minimum age *[18+]*
- DBS check required *[Enhanced Children and Adults]*
- Training Online *[non-Clinical]* must be completed before commencement of volunteering
- Additional training specific to role  
*[Induction  
Shadowing experienced volunteer(s)]*
- Smartcard Required *[No]*
- Home Working Risk Assessment *[if applicable]*
- Task Based Risk Assessment *[linked to role: Transport]*

*Reviewed May 2024 [S Freeman & K Toker]*