

PILGRIMS HOSPICES – JOB DESCRIPTION

Volunteer Leaflet Distributors, on foot by hand delivery in east Kent

MAIN PURPOSE AND SCOPE OF THE JOB:

To distribute leaflets house to house which promote membership to the Pilgrims Hospices Lottery to support the work of Pilgrims Hospices.

POSITION IN ORGANISATION

Reports to: Shiralee Riddell

Line Manager for: N/A

DUTIES AND KEY RESPONSIBILITIES

A To deliver lightweight leaflets door to door, through each house letterbox in agreed areas near you during daylight hours.

B Keep and maintain an up to record of where distribution has occurred.

C Inform the Lottery office of supply need in good time.

GENERAL RESPONSIBILITIES

Corporate Governance –

The post holder must, at all times, act honestly and openly and comply with relevant corporate governance requirements, employment legislation and standards of business conduct.

Post holders are expected to be familiar with and comply with all policies and procedures published by Pilgrims Hospices in East Kent.

Health and Safety –

Under the Health & Safety at Work Act (1974), it is the responsibility of the post holder at every level to take care of his/her own health and safety and that of others who may be affected by his/her acts at work.

Data Protection –

Ensure that all data is processed in a fair and lawful way for the specific identified purpose, in line with the General Data Protection Regulations (GDPR), national data protection legislation and Pilgrims Hospices' Data Protection Policy. Data must not be disclosed in any manner which is incompatible with the purpose and to any unauthorised persons or organisations.

Code of Conduct –

The post holder is required to observe the following principles:

- Make the care and safety of patients his/her first concern and act to protect them from risk
- Respect the public, patients, relative, carers, staff and partners
- Be honest and act with integrity
- Accept responsibility for his/her own work and the performance of the people the post holder manages
- Show commitment to working as a team by working effectively with team members and the wider community
- Take responsibility for own learning and development
- In all actions undertaken have regard for the hospices reputation

Flexibility –

The post holder is expected to work flexibly to be able to meet the challenges and opportunities of working within Pilgrims Hospices in East Kent.

This Job Description is not exhaustive. This job description is a reflection of the current position and the post holder is expected to view it as a guide rather than an exact description of all duties and responsibilities. It may be subject to variation from time to time. The post holder will be required to undertake any other duties that may be required by the Line Manager, commensurate with the level of the post.

Date Written: 04.05.23

Volunteer Leaflet Distributor

This person specification sets out the essential, minimum qualities we are seeking for this post. Please ensure that your application demonstrates how you meet the criteria. You may include voluntary, unpaid and paid work.

	CRITERIA	Criteria Tested At		
		Application	Interview	Essential? No
EXPERIENCE	Previous Voluntary or distribution work would be an advantage.			
SKILLS/ ABILITIES	Good communication skills. Happy to work and out doors. You may be required to walk long distances.			
KNOWLEDGE	Geographical knowledge of your local area			
QUALIFICATION/ TRAINING	N/A			
OTHER REQUIRE-MENTS	Over 18 years old			

Date Written: 04.05.23