

## Charity Newsletter Volunteer Role Description

**Name of Organisation:** University Hospitals Birmingham (UHB) Charity

**About the Organisation:** UHB Charity exists to support UHB Foundation Trust which covers Heartlands, Good Hope, Solihull and Queen Elizabeth Hospital's in Birmingham. It funds equipment, research, facilities and training that benefit staff, patients and visitors.

**Role Title:** Charity Newsletter Volunteer

**Location:** Queen Elizabeth Hospital Birmingham / Heartlands Hospital / Good Hope Hospital / Solihull Hospital

**Purpose of role:** To help UHB Charity maintain stock levels of printed materials across each hospital.

**Role Description:** Our newsletter is our introduction to the thousands of people who pass through our hospitals' every day. We gave out over 12,000 newsletters across our hospitals last year from our newsletter stands across our sites. We need your help to help restock those newsletters on a weekly basis.

**Time Commitment:** Suggested weekly commitment: 2 hours

### List of examples of tasks

- Restocking newsletter stands with the latest Charity newsletter
- Updating the Charity A1 posters that are attached to the newsletter stands
- Monitoring remaining newsletter stock levels

### Skills/ Experience needed

- Our poster stands are spread out across each hospital so you will need to be able to move across the site between different buildings and floors whilst transporting newsletters and posters (Lifts are available in most areas)
- A trolley will be provided to safely transport the newsletters
- No particular experience is required

### **Benefits to volunteer**

- An opportunity to learn about the Charity and get to know a hospital site
- A chance to chat to new people face to face
- A great opportunity to get in your miles if you have a fitness watch!
- A way to support your local hospital charity

### **Training/ Expenses**

Full training will provided and reasonable travel expenses will be paid.

### **Recruitment Process**

1. Complete an application form
2. Have a face to face meeting with our Volunteer Team to ensure that the role matches your skills and desired outcomes
3. If happy to continue, complete our on boarding process which includes a DBS check and mandatory training
4. Start role and role specific training.

### **Other information**

This voluntary opportunity is unpaid but travel expenses can be claimed.

The Charity is committed to supporting and training volunteers and volunteers will be provided with a named contact for support throughout their journey.