Community & Events Team Volunteer Role Description

North London Hospice purpose

North London Hospice is a registered charity that has been caring for local people since 1984. We are committed to empowering patients with life limiting illnesses, supporting them to achieve the best quality of life possible. As well as our Inpatient Unit at Woodside Avenue, we work within the wider community including our Outpatient and Wellbeing services; our support to patients in their own homes; our Community Specialist Palliative Care services; and our Patient and Family Support teams, providing emotional and practical support to patients, their families and carers.

Where is the role based?

This role will be based within the Fundraising team working at our Head Office building in Finchley. The location details are at the following link: https://northlondonhospice.org/contact-us/north-london-hospice-finchley/

What does the role entail?

As a Community & Events Team Volunteer, you'll support the Fundraising Team in delivering two of North London Hospice's fundraising initiatives taking place in January – the Cold Water Dip (2 January 2027) and our Christmas Tree Recycling Scheme (9 - 14 January 2027). The role is varied and hands-on, helping with event administration, volunteer and participant support, event promotion, logistics, and event-day delivery. This is a great opportunity to gain experience in fundraising events while making a real difference to hospice care in your local community.

Main tasks

- **Event administration:** Supporting the team with participant registrations, enquiries, data entry, and general event administration.
- **Event promotion:** Helping to promote events through leaflet distribution, community outreach, and raising awareness of fundraising activities.
- **Event logistics:** Helping to prepare, organise and transport event materials, equipment, and signage.
- **Event set-up and pack-down:** Supporting with setting up venues and packing materials before events and assisting with pack-down afterwards.
- **Event-day support:** Acting as an ambassador for North London Hospice at the Christmas Tree Recycling Scheme and Cold Water Dip, welcoming participants and helping events run smoothly.

Please note: Some tasks may involve light lifting and transporting event materials, as well as working outdoors during winter weather conditions. We would ideally like the volunteer to hold a full UK driving licence and have access to a vehicle, as occasional transport of event materials to and from event locations may be required.

This role would suit someone who…

- Friendly, enthusiastic, and reliable
- Good communication and interpersonal skills

- Comfortable working as part of a team
- Willing to get involved in a variety of tasks
- Passionate about supporting North London Hospice and the local community

Opportunities and benefits

- Opportunity to meet new people and be part of a supportive team
- Full induction and opportunities for excellent training and developing new skills
- Ability to make a positive difference to peoples' lives, contributing to North London Hospice's work in providing the best of life, at the end of life, for everyone

Time expectation

This is a flexible volunteer role, but we are looking for someone who can commit to approximately one day or part-day per week to support the Community & Events Team. Our team is usually based in the office on Mondays, so this would be the preferred day where possible. However, we understand volunteers may have other commitments and can be flexible in arranging a regular volunteering pattern that works for both you and the team. Additional support may occasionally be needed around key event dates in January.

Training

- Initial mandatory training when you join
- Refresher training provided periodically
- Role-specific training on safe handling and procedures

What else do you need to know?

- You must be 18 or over to apply for this role.
- You will complete an online volunteer application form, and we will need to see a form of photo ID before you get started.
- At North London Hospice we strive to continuously demonstrate our values. These values are embedded in our recruitment and selection process, and we are fully committed to equality, diversity and inclusion in both our workforce and within our culture.
- You will represent North London Hospice values: compassion, openness, respect, empowerment, and collaboration.
- You'll be supported by a named line manager who will help guide your journey.

Equal opportunities

North London Hospice is an equal opportunities employer. We value diversity, and we acknowledge that we currently have an underrepresentation from Black, Asian and Minority Ethnic people. North London Hospice role opportunities are open to all, and we welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

For further information, please contact the Community & Events team:

rbloom@northlondonhospice.co.uk

If you are interested in this role and would like to apply, please follow the link to complete our online application: Click here to apply!