



Charity Volunteer Role - Administrative Volunteer

Would you like to help the Bradford Hospitals' Charity with administrative tasks in the Fundraising office in Bradford Hospital? If the answer is yes, we would love to hear from you.

What we do

The Bradford Hospitals' Charity raises vital funds to support the work of Bradford Hospitals to ensure the best quality of care is provided to patients and their carers.

Activities you will be involved in

As Administrative volunteer, you will help us with administrative tasks such as:

- Updating the fundraising database
- Assisting with mailings
- Displaying posters and distributing flyers around the hospitals
- Sending information/merchandise out to supporters

Skills desired

- Enjoy meeting new people
- Confident using computers and databases (although database training will be given)
- Passionate about your local Hospitals

Benefits of volunteering

Volunteering is a great way to give your time for a fantastic cause. By volunteering for the charity you can make new friends, build confidence, learn and develop your skills and have lots of fun along the way.

Other information

We ask our volunteers to only give as much time as they can. Our roles are designed to accommodate your particular interests and we always try to work around you. We will ensure you are inducted into your role and our organisation and we also provide opportunities throughout the year for you to meet other volunteers. On-going support in your role will be provided.

Registered Charity No: 1061753

The official NHS charity for Bradford Teaching Hospitals NHS Foundation Trust

Bradford Hospitals' Charity Daisy Bank Room 146, Duckworth Lane, Bradford BD9 6RJ

www.bradfordhospitalscharity.org
01274 274809 charity@bthft.nhs.uk

Author: Hayley Collis Jan18