



ROLE PROFILE

CHARITY SUPPORT VOLUNTEER	
Reports to: Charity Director	Region: Based in West Glamorgan
Responsible for: Charity Support Activities	Date: 20 th March 2022
<p>Outline:</p> <p>The primary role of the Charity Support Volunteer is to provide a range of activities in support of the Charity, Heartbeat Trust UK. Although unpaid, related expenses will be paid.</p> <p>Flexible working at home or in the office, any day of the week with a minimum of 3 hours per week.</p> <p>The main responsibilities of the role will reflect the volunteer’s capabilities, experience and interest.</p> <p>The following activities are therefore opportunities that a volunteer might wish to support, depending on their skill set and time available – please indicate which of the following you may be interested in.</p> <p>Opportunities:</p> <ol style="list-style-type: none"> 1. Provide a range of administrative duties either at home or in the Charity’s office. <input type="checkbox"/> 2. Help organise and undertake various fundraising activities and awareness-raising events. <input type="checkbox"/> 3. Help arrange the delivery and installation of defibrillators within the community. <input type="checkbox"/> 4. Help organise training events in CPR/Defibrillation through our training partners. <input type="checkbox"/> 5. Help coordinate our ‘community champions’ to monitor defibrillators’ rescue readiness. <input type="checkbox"/> 6. Represent the Charity at various events and exhibitions. <input type="checkbox"/> 7. Conduct “desk-top” research to keep abreast of latest studies and best practices. <input type="checkbox"/> 8. Help prepare bids for funding and major contracts. <input type="checkbox"/> 	

PERSON SPECIFICATION

ESSENTIAL	DESIREABLE
<ol style="list-style-type: none"> 1. Good communication skills – verbal/written 2. Good organisation skills, attention to detail 3. Self-motivated and able to work under pressure and to meet deadlines 4. Discretion, trustworthy, and enthusiasm 	<ol style="list-style-type: none"> 1. Able to drive – car owner 2. Flexible working (minimum of 3 hours pw) 3. It literate (emails, Word, etc.) 4. Able to communicate in Welsh