

Volunteer Role Profile

Volunteer Role	Torbay Hospital Radio Presenter Assistant Volunteer
Volunteer Manager	Volunteering
Where you will be based	Community

Why we want you

Volunteers are at the heart of everything we do, they help enhance our patient and visitor experience, and music and radio can really uplift the spirits of both patients and staff. As a Torbay Hospital Radio (THR) Assistant volunteer you will be assisting the radio in keeping its vital service running 24/7/ on a 365 day operation.

We are looking for help to keep its vital services funded and running. We need volunteers, who would like to help out in other areas of the station (outside of presenting) ideally with fundraising experience to help us in finding new funding sources for our projects, as well as assisting with our existing activities who is reliable, proactive, and dedicated.

The position would suit someone who is able to provide at least 1 hour a week to assist with existing and new activities. Whether you are just starting out in your career path, looking to gain a new skillset, or even just closing a gap on your CV, we want you to become part of our family style charity.

What you will be doing

- Taking part in researching grants and funds available to the charity
- Assisting presenters with show prep
- Collecting patient/staff/listener requests, either via the ward, or through calls
- Collating and writing news articles for THR website, newsletter and newspaper articles
- Assisting supervisors to help compose grant applications
- Contacting other charitable organisations to help identify and apply for available funding
- Assisting with the upkeep of the music library
- Distributing marketing materials
- Supporting at internal and external events
- Assisting with the development of fundraising strategies and research
- Assisting with music database maintenance
- Buddying up to help training of new volunteers

The skills you need

- Computer literate and confident using Microsoft Office suite
- Sociable telephone skills: empathy and patience are a must
- A fluent level of English
- Understand confidentiality and respect towards our clients
- Willingness to learn (and ask for help when needed)
- An enthusiastic and proactive nature
- A passion for creating a better future for the charity
- Some experience of fundraising and running events (although not essential).
- A good knowledge of the local area
- Some knowledge of PR and marketing techniques.
- 18+ years of age.

What's in it for you

- Meet new people
- Be part of an amazing team
- Gain new skills or use existing ones
- Help your community
- enhance your CV
- help with references