

Volunteer Role Description

Volunteer Role

Administrator - Garden Team

Volunteer Manager

Head Gardener

Where you will be based

Rowcroft Hospice

Role summary

We aim to make every day the best day possible for our patients and their families here in South Devon. We need a volunteer to support our Head Gardener with recruitment to our volunteer gardening team, undertaking essential administration tasks, contacting candidates and supporting them with their application. This will involve using our online application tracking system and Microsoft Office applications. It may involve working with other staff and volunteers on an ad hoc or regular basis. This helps free up staff to focus on their core activities. Confidence in using technology such as email, is required, but full training on our recruitment application will be provided.

What you may be doing:

- Supporting the Head Gardener with administrative duties like scanning and emailing
- Speaking to potential volunteers and arranging visits.
- Guiding candidates through the recruitment process.
- Supporting candidates where necessary to assist their application.
- Liaising with our People Team as required.
- Helping in the gardens (optional)
- Full training and support will be provided

This role will suit you if:

- Are friendly, positive and approachable
- Can work well with others in a team
- Are organised, reliable and punctual
- Can be flexible and adaptive
- Are confident using technology

This role could bring you:

- Satisfaction through giving something back
- New friends and opportunities to work alongside supportive teams
- New skills and greater employability
- More confidence

All Rowcroft volunteers will be asked to:

- Attend a Welcome Day to learn more about the hospice and where your role fits.
- Respect and uphold Rowcroft's values of: Honesty & Integrity; Generosity of Spirit; Respect; and being a Team Player.
- Act according to our policies, practices and procedures as shared during your induction and any updates.
- Complete any training and update sessions required for your role.