

Penhaligon's Friends Community Volunteer Role Description

Role Title: Penhaligon's Friends Community Volunteer.

Supported by: Volunteer Coordinator.

Where you will be based: Within your local community.

About Us:

We're Penhaligon's Friends, a Cornish charity dedicated to supporting children, young people, and their families as they navigate their grief journey following a bereavement. We provide a range of support and useful resources to bereaved children and their families to help them share their experiences and receive essential advice. Our mission is to *'support bereaved children, young people and families living in Cornwall when they need it and in a way that is right for them. To achieve this, we work closely with parents, carers, professionals, and local communities when someone in a child or young person's life has died.*

About this role:

As a Community Volunteer, you'll join a growing network of individuals around Cornwall who are proud to represent and support the vision of Penhaligon's Friends. You'll be a key connection between our charity and the communities we serve – supporting community fundraising, promoting our services, raising awareness and sharing knowledge. Whether it's supporting planned community fundraising activities, developing a local fundraising opportunity, hosting an awareness event or simply sharing our message in your community, you will be vital in helping others understand the role and impact of Penhaligon's Friends.

Community Volunteers are the local faces of our charity and as such, you'll have the opportunity to thank and encourage regional support. Penhaligon's Friends relies on the enormous generosity of local community fundraising, whether that's hosting our teddy tombola stall at a community event, supporting a talk and collection taking place at a local Women's Institute group, or cheering on a runner taking part in a local sporting challenge, you'll help us to encourage people's contributions and participation.

Crucially, you'll be helping to grow our reach within local communities, ensuring that we have representation throughout the county and that we are ultimately accessible to more families.

Although you will be committing as much or as little time as you can to the role, it would be desirable for our Community Volunteers to spend a few hours per month with us, but this would be flexible and could fit around your paid work or caring responsibilities. You will have access to our Community Volunteer Toolkit, enabling you to attend and support local events and activities with appropriate resources and information. You will be fully supported in your role by our Volunteer Coordinator who will be responsible for general support, training and guidance.

Key Tasks and Responsibilities:

- Act as a representative for Penhaligon's Friends.
- Provide an informative and welcoming approach to members of the public.
- Liaise with the Penhaligon's team to support existing local community fundraising events.
- Adhere to Penhaligon's Friends values, policies and procedures at all times.
- Participate in relevant volunteer training to develop knowledge and understanding appropriate to the role.
- Act in a way that is non-discriminatory, valuing and respecting of others.
- Communicate regularly with our Volunteer Coordinator, taking part in relevant volunteer reviews and termly volunteer meetings.

The skills you need:

- Enthusiasm about Penhaligon's Friends and the work we do.
- Good communication skills.
- Interest in, and appreciation of, local community fundraising.
- Friendly, positive and welcoming personality.
- Reliable and flexible approach to community volunteering opportunities.
- Enthusiasm to develop opportunities for fundraising and awareness raising in your local community and through your own networks.

Essential requirements:

To become a Community Volunteer will need to have:

- Completed our free three-hour '*Introduction to Penhaligon's Friends*' training.
- Completed a Volunteer Application form and provided 2 references.
- Obtained an up-to-date enhanced DBS (Disclosure Barring Service) certificate.
- Read and understood Penhaligon's Friends policies relating to volunteering, signed our confidentiality agreement and provided an up-to date photo for your volunteer ID badge.
- Successfully attended a volunteer induction.