

# St Elizabeth Hospice

## Volunteer Role Description



**Role:** Admin Support for Governance Co-ordinator  
**Location:** Room 108 (Co-ordinators office, main staff corridor)  
**Staff Member Link:** Amanda Offord

### Purpose of Role and Service

To provide administrative support to the Governance Co-ordinator at St Elizabeth Hospice.

### Key Activities

#### Key Activities – can be any of those shown below:

- To assist with the management of policies and procedures and audit.
- To email, scan and log 'read receipt' emails in respect of policies and procedures.
- To assist in the preparation of envelopes for audit.
- To assist with other tasks as required.
- To undertake photocopying, filing, shredding as necessary.
- To respect at all times the confidentiality of information.

### Organisational Responsibilities

- To volunteer at all times within the policies of the Hospice and act within Care Standards at all times.
- To uphold the hospice and individual team values at all times.
- To ensure effective use of resources.
- To participate in the Hospice education programme and attend training courses as required.
- To respect at all times the confidentiality of information covering patients, staff and volunteers.
- To play an active part in the development and maintenance of good relationships with all who have business with the Hospice.
- To promote the Hospice Philosophy of Care towards patients, relatives and visitors.
- Because of the special nature of the Hospice and its work you may on occasion be asked to undertake other duties to help maintain our high standard of care.

### Personal Qualities

Attributes	Essential	Desirable
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>● Organised</li> </ul>	
<b>Qualifications, Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>● Microsoft Office</li> <li>● Office based duties</li> </ul>	
<b>Attitudes and Values</b>	<ul style="list-style-type: none"> <li>● Confidentiality</li> <li>● Good team work</li> </ul>	
<b>Training</b>		

**DBS -**  
**Not required.**