

## Volunteer Role Profile

<b>Role Title:</b>	<b>Volunteer host/hostess for 3H rest &amp; relaxation days</b>
<b>Responsible to:</b>	Wellbeing Activities Coordinator
<b>Role Purpose:</b>	To assist on the rest & relaxation days for the charity 3H.
<b>Hours:</b>	Every Wednesday
<b>Key Tasks:</b>	To help with tasks such as: <ul style="list-style-type: none"> <li>• Serving refreshments</li> <li>• Showing guests around Burrswood</li> <li>• Making sure guests get to appointments, lunch and afternoon tea</li> </ul>
<b>Skills and Qualities Required:</b>	A friendly personality that enjoys chatting to people. A willingness to help with what is required on the day.
<p>We ask you</p> <ul style="list-style-type: none"> <li>• To give reasonable notice when possible if you are not able to come in.</li> <li>• To read the Volunteer guidelines (currently being updated) and follow all procedures given within it</li> <li>• To work within the required Health and Safety Guidelines</li> <li>• To attend relevant training</li> <li>• To advise your manager of any difficulties concerning your volunteering</li> </ul>	
<p>It is essential that all volunteers are in sympathy with and are able to reflect the aims of the Trust as detailed on the Application Form.</p>	
<p>This role profile is not intended to create any contractual relationship and the arrangement may be ended at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.</p>	