



SUPPORTING RJAH HOSPITAL



The Robert Jones and Agnes Hunt
Orthopaedic Hospital
NHS Foundation Trust

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Orthopaedic Hospital NHS Foundation Trust
Oswestry, Shropshire SY10 7AG

Telephone: 01691 404588

Email: rjah.fundraising@nhs.net

www.rjah.nhs.uk

Volunteer role description

Fundraising Office - taking calls, manning the office, letters of thanks

Location - Fundraising Office, Main Entrance

Could you use your customer service skills to support our Fundraising Office?

What's involved?

- Helping to man the Fundraising Office from 10.00am – 4.00pm Monday to Friday. Meeting and greeting supporters and receipting monies.
- Ensuring that the hospital notice boards are up to date with Charity literature and talking to staff and patients about how they can support us.
- Writing Thank you cards and typing letters to donors and thanking them for support.
- Answering calls from supporters and chatting to them when visiting the office.

What will you get out of it?

- Utilising your communication skills, enhancing your CV, or just keeping in touch with people
- Have a rewarding experience helping us to raise awareness on the RJAH in the community

How much time should I give?

We would suggest a few hours a week, or more if you have the time, we would like you to commit to certain days and times so we know when to expect you.

Apply today by completing the volunteering form on line at

<https://www.rjah.nhs.uk/Fundraising/Charity-Volunteering.aspx>

We'll contact you to discuss your application and the role in more detail, and answer questions. We will then invite you in for an informal interview to talk about your skills.

Contact Helen Knight – Fundraising Manager on 01691 404588 or helen.knight3@nhs.net Registration Charity Number: 1058878