

## **Our Lady's Hospice & Care Services: Hospice Sunflower Days Co-ordinator (<https://www.activelink.ie/node/107706>)**



### **Hospice Sunflower Days Co-ordinator – 2024**

#### **Who we are:**

Established by the Religious Sisters of Charity in 1879, the Hospice in Harold's Cross was opened in response to the healthcare needs of the community.

Today, Our Lady's Hospice & Care Services (OLH&CS) provides specialist care for a catchment of over a million people with a wide range of needs, from residential rehabilitation to end-of-life care, from our bases in Harold's Cross, Blackrock (est. 2003) and Wicklow (est. 2020).

#### **At a glance:**

**Min Hours: 7 hours twice per week**

#### **Tasks, Roles and Responsibilities:**

We manage Hospice Sunflower days collection days, which is a nationwide on street collection in aid of the Together for Hospice movement.

The role of the Sunflower Day Coordinator is to supervise & support other Hospice Sunflower Days volunteer collectors who are selling Sunflower Days merchandise to the public at various locations in South County Dublin, over a 2-day period.

- Meet volunteer collector at specified locations, welcome them, thank them for helping us, and brief them so that they feel comfortable & supported
- Collect Sunflower merchandise from OLH&CS to distribute additional stock & other resources to volunteers throughout the two-day event
- Bring table & chairs to locations if required
- Collect donations & stock items from volunteer collectors and receipt all funds collected with full name and details
- Returning all monies collected to OLH&CS
- Return all stock items to OLH&CS
- To attend specified locations on the day and time agreed with fundraising team
- To work within guidelines provided, in particular the health & safety guidelines
- To liaise with the Volunteer Coordinator
- To wear volunteer hi-visibility jackets provided
- To reporting any accidents or incidents to senior member of staff
- To communicate, in confidence, directly with the Volunteer Coordinator any issues or concerns you may have
- To be flexible in your role as a volunteer
- To be a representative of the Hospice by having a friendly, sensitive and courteous manner in all dealings with visitors, patients, staff and the public
- To be compliant with all Health & Safety and Manual Handling policies
- Be punctual at all times
- To communicate with the department and/or the Volunteer Coordinator in the event of being delayed or when you cannot attend on your designated day

- To alert staff and/or Volunteer Coordinator in case of emergency in the department
- To honour confidentiality at all times
- The use of mobile phones should restrict to calls relating the event while on duty
- To attend volunteer meetings whenever possible and keep informed re services and Our Lady's Hospice & Care Services
- Inform staff of all complaints received.

## **Locations of collections across South Dublin and County Wicklow:**

- Dublin City Centre
- All area postcodes south of the Liffey
- Dun Laoghaire/ Rathdown
- Various locations in South County Dublin
- Wicklow • Street locations • Shopping centre locations • Churches

## **What's required:**

- Good leadership & organisational skills – event management / fundraising
- Good interpersonal & communication skills - Personable Skills
- Car driver
- Physically fit
- Be responsible in all duties carried out
- Be flexible and adaptable to tasks at hand
- Be reliable and trustworthy
- Be willing to work on your own and/or as part of a team
- Be happy to perform repetitive tasks carefully and methodically
- Have an approachable & enthusiastic manner

## **Level of English Required**

Fluent English

## **Age Restrictions**

Over 18

## **Time and Commitment Required for this Role**

Minimum time commitment: 1 week

Hours required: 7 hours twice per week

## **Screening details for this role:**

- Informal Interviews
- Application Form
- Identification Check (photo ID etc...)

## **Volunteers will be Provided with the Following Supports**

- Support/ advice/ recognition
- Supervision
- Insurance cover

## **Benefits you will receive as a Volunteer**

Our volunteers come back to us so happy to know that they are a part of such a well-loved and respected organisation, and with the knowledge that their help really does make a difference in people's lives.

You will be helping Our Lady's Hospice to continue to provide an excellent standard of care to all our patients through the

funds raised. We greatly appreciate your time and welcome you to join us in the fun!

## Contact

If you have any questions about this role please feel free to get in touch

**Anne Harrington**

Fundraising Volunteer Coordinator

Our Lady's Hospice & Care Services - Harold's Cross, Blackrock & Wicklow

Mobile: 087 676 4586 (tel:0876764586)

Reception: 01 491 1072 (tel:014911072)

[aharrington@olh.ie](mailto:aharrington@olh.ie) (<mailto:aharrington@olh.ie>)

**Region**

South Co Dublin

**Date Entered/Updated**

17th Apr, 2024

**Expiry Date**

7th Jun, 2024

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**Source URL:** <https://www.activelink.ie/community-exchange/volunteering/107706-our-ladys-hospice-care-services-hospice-sunflower-days-co-ordinator>