

HAIBB Job Description

General Volunteers

Role Purpose:

To be willing to volunteer in any capacity (subject to personal preference) in support of the aims and objectives of HAIBB.

Role Focus:

- To undertake any volunteering work as requested by the Operational Manager/Fund raising Manager/Secretary and Board of HAIBB

Key Responsibilities:

- To be flexible in their willingness to undertake volunteering roles
- Volunteering may take the form (though will not be restricted to) the following roles:
 - Attendance at local shows and events (to man the HAIBB tent and rattle a collection tin)
 - To help with fund raising events as requested by the Fund Raising Manager and their Team
 - To work in the Administration Team whenever help is required

Key Relationships:

- HAIBB Secretary
- HAIBB Fund Raising Manager
- HAIBB Operations Manager
- Board Members

Line Manager: The HAIBB Secretary

Reporting to: The HAIBB secretary

Role Duration: Subject to Annual Review

Capability Profile

Skills	Essential	Desirable
Good Communication Skills, written and verbal	X	
Good self management and organisational skills	X	
Reliable and committed	X	
Be confident in the use of IT		X