**Volunteer Collection Box Coordinator**

Paul’s Place is looking for a volunteer to join the Fundraising team. The successful candidate will be an enthusiastic, motivated pro-active individual hoping to get experience working in community fundraising.

The role will help you to develop fundraising skills and really boost your CV.

We will help improve your employability with on-the-job training.

**Volunteer Role Description**

ROLE Collection Box Coordinator

OVERSEEN BY Fundraising Manager

TIME PERIOD 6 months minimum

HOURS PER WEEK Flexible

**Main Tasks**

* Research sites to place collection tins and make approaches
* Identify sites willing to display a collection tin
* Record all responses and maintain and change in contact details for each site
* Record where tins have been placed in accordance with guidelines provided
* Deliver tins and explain how the tin will be maintained in line with guidance provided
* Ensure all tins are correctly labelled and secured as necessary at each site
* Maintain and regularly empty or change the collection tins (on average once every 3 months) following guidance provided
* To operate within all guidelines provided and taking due care to health and safety, equal opportunities, confidentiality and financial regulations

**Volunteer Profile**

**Skills and Experience Needed**

**Essential**

* An enthusiasm for working in the charity sector, specifically in a fundraising role
* Good communication skills both written and oral
* A personable and friendly manner in person and a confident, cheerful telephone manner
* Organised with attention to detail
* Research skills (to include web based and over the phone)
* Good knowledge of the local area
* Access to vehicle or good transport links
* The ability to use your own initiative and work within specified guidelines
* Ability to use Microsoft Excel
* Positive attitude, particularly to learning new tasks and skills
* A desire to improve the quality of life for young people and adults with disabilities

**Desirable**

* Promotions and Sales experience
* An understanding of the charity sector

**Benefits of involvement**

**What benefits can I expect?**

* Knowledge and understanding of community fundraising
* Gain an understanding of the operations of a fundraising office
* Gain experience of how to maximise fundraising income from collection boxes
* Valuable experience volunteering for a charity to be included in your CV
* Develop organisation and negotiation skills

**What support will be given?**

* Supervision in all your activities and goals will be agreed
* An information pack to help familiarise you with the work of Paul’s Place and the Fundraising Team
* During your time volunteering you will be part of the Fundraising Team and will be able to draw on the team for guidance and advice to enhance your CV

**Expenses**

* Volunteers may claim for travel (own-car mileage or bus fare on receipt of bus ticket) in line with Paul’s Place Expenses Policy
* Stationary will be provided by the fundraising team

**Why it is great to be a Collection Box Coordinator for Paul’s Place**

**It’s worthwhile** – each and every penny from one of your boxes helps Paul’s Place support disabled adults to live their lives to the full.

**It’s local** – you’ll build relationships with local sites encouraging them to maximise the display boxes and support disabled adults locally.

**It’s varied** – you’ll visit a wide range of sites including shops, businesses, schools, council offices and health centres.

**It’s social** – you’ll meet a variety of people as you meet new contacts, deliver and collect your boxes.

**It’s responsible** – you’ll use your organisational skills to label and secure all boxes and then count, bank and record all money donated.

**It’s well organised** – you’ll have plenty of support from us to ensure you have everything you need for this vital role.

Please contact Jeasty@paulsplace.org.uk for any further questions about the role.