

Volunteer role description	
Post	Collection Tin Volunteer
Department	Fundraising & Communications Team
Location	Across the London Borough of Hillingdon with regular trips to the Fundraising & Communications Team office at HA6 2RN
Responsible to	Fundraiser: Community & Corporate Engagement

Collection Tin Volunteers play an important role in supporting the fundraising team by collecting and distributing our collection tins to local businesses and community organisations. These help raise awareness of the charity in the community and raise essential funds.

Time commitment

Flexible to suit your availability but we generally require support during office hours when the organisations that host our collection tins are open.

Tasks and activities

- Manage the list of collection tin holders (shops, cafes, hairdressers etc), checking in regularly to see if they need their tin replacing.
- Collect and replace tins when required and liaise with other volunteers and staff to support you in doing so.
- Liaise with the Charitable Accountant to ensure the monies are promptly counted and recorded.
- Identify new locations to place our tins, contact them and deliver a new tin.
- Liaise with the Fundraising Team to explore other opportunities for collection tin holders to support the charity.
- Update the collection tin holders on the amount raised.
- Keep the collection tin spreadsheet up to date or, where possible, update the fundraising database.

The above list is not exhaustive, and you may be asked to take on other tasks to support and assist the smooth running of the Fundraising & Communications Team.

Skills and personal qualities

- Trustworthy and reliable.
- Excellent communication skills.
- Strong interpersonal skills, to deal with a diverse range of people.
- Good organisational skills.
- A flexible and non-judgmental approach to people and work.
- Enjoy working as part of a team.
- Being able to drive is preferable but not a requirement for the role if you are able to travel around the Borough using another mode of transport e.g. bus.

Dress code

Appropriate dress for the role to reflect the professional image of the Hospice whilst being comfortable. A volunteer badge must be worn.

Training and support

- Induction/training with a member of the Fundraising & Communications Team.
- Debrief at end of shift if required.
- Regular Hospice newsletter.
- Online mandatory training of agreed modules which must be completed prior to starting.
- Standard DBS certificate.