

### Collection Tin Volunteer Coordinator

Brandon Trust is looking for a volunteer to join the Fundraising team. The successful candidate will be an enthusiastic, motivated, proactive 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

<b>ROLE</b>	<b>Collection Tin Coordinator</b>
<b>OVERSEEN BY</b>	<b>Community and Events Fundraising Manager</b>
<b>TIME PERIOD</b>	<b>6 months minimum</b>
<b>HOURS PER WEEK</b>	<b>2 hours per week to look after 10 tin sites</b>

### 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 update contact details for each site
- Record where tins have been placed, in accordance with guidelines
- Deliver tins and explain how the tin will be maintained
- 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)
- Count, bank and record all donations
- Send thank you letters and certificates as appropriate
- 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, 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 learning disabilities and autism

##### *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 tins
- To help coordinate the local collection tin campaign for the Dream Fund appeal in your local community
- Valuable experience volunteering for a charity
- Develop organisation and negotiation skills

#### What support will be given?

- Supervision in all your activities with agreed goals
- An information pack to help familiarise you with the work of Brandon Trust and the Community 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

#### Expenses

- Volunteers may claim for travel (own-car mileage or bus fare on receipt of bus ticket) in line with Brandon Trust's Volunteer Expenses Policy



Live free

the learning disability charity

### Why it's great to be a Collection Tin Coordinator for Brandon Trust

**It's worthwhile** - each and every penny from one of your tins helps Brandon Trust make dreams come true.

On average, money raised from 10 tins over 3 months will pay for a dream such as a mini break for someone with a learning disability to have freedom to enjoy life just like you and me.

You will be an important part of helping others be free to live the life they choose.

**It's local** - you'll build relationships with local sites encouraging them to maximise the display tins and support our Dream Fund appeal.

**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 tins.

**It's responsible** - you'll use your organisational skills to label and secure all tins 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.

