



## Role Description

|                 |   |
|-----------------|---|
| Title:          | Collection Box Co-ordinator                             |
| Accountable to: | Head of Community & Events                              |
| Location:       | Your local area   |
| Contract Type:  | Voluntary   |
| Commitment:     | Minimum of 6 months – hours can be flexible to suit you |

### Could you help us find new fundraising opportunities?

You'll be amazed how much money is still donated through collection boxes placed locally (especially with the addition of the option to donate via a QR code). As a Collection Box Coordinator, you will be responsible for distributing as many boxes as possible to newly sourced locations. Whether it's a local shop or leisure centre, the more boxes you can place and collect the more money you will raise for Life so we can create a world where no one faces pregnancy or pregnancy loss alone.

### Typical Tasks:

- Visit premises on a regular basis to service collection tins or pin badge boxes.
- Build relationships with site contacts, ensuring that boxes are well positioned and visible.
- Ask premises to display posters to promote the charity's events.
- Seek opportunities to place new boxes.
- Place pin boxes at premises for the Life National Campaign in September.
- Collect, count and bank donations.
- Complete the records required for collection boxes.
- Thank venues.

### What skills do I need:

No formal experience is needed, as all necessary training will be provided.

However, ideally you will:

- Be friendly and helpful.

- Have good communication, listening and interpersonal skills.
- Have good organisational & IT skills.
- Ability to work independently and use your initiative
- Attention to detail, numeracy and accuracy.
- Good knowledge of the local area.

If you don't feel you tick every box but are sure this role is the one for you, please drop us a message and tell us why. We're open to suggestions and happy to chat with you to find out what's possible!

### Benefits of Volunteering:

- A chance to work in a friendly team.
- The feel-good factor of helping Life meet its charitable aims.
- Develop your confidence and interpersonal skills.
- Gain valuable experience and add to your CV.
- Learning new skills.
- Flexibility to fit in with your lifestyle around your other ongoing commitments.
- Volunteering for Life should never leave you out of pocket. We'll make sure we pay expenses related to your volunteering with us in line with our policy.

### Training & Support:

- Provide induction, information and training to enable you to carry out your role effectively.
- Support your personal development by offering appropriate induction, training and feedback opportunities.
- Provide policies, procedures and standards of the organisation in relation to Volunteering.
- Provide regular organisational communication and updates.

### What we need from you:

Criminal Disclosure checks necessary? No

We are working hard to make sure anyone who wants to can volunteer for Life, but at the moment we have a minimum age of 16 for this particular role.

Not sure this is the role for you?

Pop over to [www.lifecharity.org.uk/volunteer](http://www.lifecharity.org.uk/volunteer) and find out what else we have available.