



Volunteer Role Description

Collection Box Co-ordinator Volunteer

What is a Collection Box Co-ordinator Volunteer?

Collection boxes are one of the ways which the Charity receives money. As the co-ordinator you would be responsible as below in the collections/distribution/recording and thanking collection box holders. Aside from the financial gain to the Charity the boxes also service as excellent advertising for the Charity.

What's involved?

- Assisting and liaising with Collection Box Volunteers handling placement and collection of Boxes as and when necessary/required, ie have enough supplies/accessories to meet requirements
- Researching a wide variety of local organisations – shops, public houses, community centres, schools, GP surgeries, etc to add to Salesforce.
- Maintaining our Database to ensure – [a] No duplicate entries are on the 'Location/ Placement' list – within the various identified areas/zones; [b] All location information is accurate to include Contact Name, Post code, etc [c] New locations are added; [d] Removals are edited out; [e] All entries are date logged; [f] Collection dates are clear/visible; [g] Any other relevant information/ concerns/issues
- Contacting a variety of new organisations and venues to request placing Dame Vera Lynn Children's Charity Collection Boxes at their place of business
- Contacting via telephone and e-mails to maintain the contact
- Communicating thanks for support to any placement locations that cease/are removed from the database

Skills and qualities beneficial for the role:

- Sociable, proactive and highly self-motivated
- Demonstrate good organisation skills and maintain accurate records, including use of spreadsheets on a regular basis
- Effective communication, literacy and numeracy skills – face to face, telephone and e-mail
- Demonstrate good influencing and persuading skills – you will be encouraged to recruit new supporters
- Friendly, polite and professional approach when dealing with existing and potential contacts, public, supporters and businesses

- Ability to use own initiative, work independently and as part of a team
- Have knowledge of or be willing to learn the use of Microsoft Office
- Understand the need to maintain strict levels of confidentiality about all aspects of the families attending the Charity.

What's in it for you?

- Enjoyment of meeting a variety of new people
- Gain new skills and experiences
- Opportunity for others to learn and benefit from your skills and experiences
- A huge sense of satisfaction in knowing you are helping others and making a difference
- Acknowledgement that Dame Vera Lynn Children's Charity would not be able to offer the services to families without the commitment of volunteers.

Extra information

Location:

- You will be based at: Dame Vera Lynn Children's Charity, Unit 1, The Courtyard, Holmsted Farm, Staplefield Road, Cuckfield, West Sussex, RH17 5JF

Time commitment:

- Specific times will be as agreed with allocated point of contact.
- Flexibility for volunteering at Dame Vera Lynn Children's Charity to fit in with your individual availability and personal commitments

Dress Code:

- Smart/casual

Reporting To:

- Communication and Fundraising Executive 01444 473274 debra.elliott@dvlcc.org.uk

Training/Resources:

- Task specific training will be provided as you volunteer.
- Mandatory training such as Moving & Handling, Fire Training, Data protection and Safeguarding. In addition, you will complete an induction with your line manager. Specific, specialist training will be provided where appropriate/relevant to the area you will be assigned to. Ongoing support is available to volunteers through their line manager.
- Some volunteering opportunities at Dame Vera Lynn Children's Charity will require an enhanced Disclosure check by the DBS – this does not mean that you cannot volunteer for us if you have a previous conviction. Dame Vera Lynn Children's Charity conforms to all aspects of the Rehabilitation of Offenders Act 1974.
- Volunteers must participate in occasional training/information sessions and respect the policies of Dame Vera Lynn Children's Charity. Where applicable Volunteers must be prepared to undertake regular updating of Mandatory training as and when required.
- Dame Vera Lynn Children's Charity operates a non-smoking policy throughout all the building. This includes electronic cigarettes and vaping.

About Dame Vera Lynn Children's Charity

Supporting under 5s with cerebral palsy and other motor learning impairments realise their full potential

Our Charity was created to give very special children a place where they can learn and thrive in a warm, supportive setting that understands their unique journey.

Through our early intervention service and support network, we work alongside families to give their very young children the best possible start in life – so that they can realise their full potential.

We receive no statutory funding and rely entirely on the community to raise our funds. Your support is extremely important to us and we are grateful to each and every one of our supporters.