



Volunteer Role Description

Collection Box Placement Volunteer

What is a Collection Box Placement Volunteer?

Collection boxes are one of the ways which the Charity receives money. As the Collection Box Placement Volunteer you would be responsible for the distribution of our collection boxes within the local communities. Aside from the financial gain to the Charity the boxes also service as excellent advertising for the Charity.

What's involved?

- Identifying new potential business locations to place collection boxes
- Issuing collection boxes to specified businesses as and when required
- Ensuring collection box agreement forms are issued, signed by the business and returned to the team at Dame Vera Lynn Children's Charity
- Maintaining contact with the Fundraiser team and Collection Box Co-ordinator for new materials, eg Collection boxes, stickers, paperwork etc.
- Identifying collectors in the area that could become volunteer

Skills and qualities beneficial for the role:

- Friendly, polite and professional approach when dealing with public, supporters & businesses
- Efficiency in planning routes to distribute boxes
- Sound local knowledge of the area in which you are distributing and placing boxes
- Good communication skills and confidence in approaching new businesses to place a Collection box
- Social and confident skills to discuss Dame Vera Lynn Children's Charity and its goals with the public as required, full training will be given.
- Encouragement of participation as a volunteer with Dame Vera Lynn Children's Charity in a range of roles
- Practice confidentiality with regards to all aspects of the children at Dame Vera Lynn Children's 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 working within the local community although some travel should be expected to cover a range of collection box locations.

Time commitment:

- Flexibility for volunteering at Dame Vera Lynn Children's Charity to fit in with your individual availability and personal commitments

Dress Code:

- Smart casual
- comfortable footwear
- ID badge

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

The 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.