

## Volunteer Collection Tin Coordinator role profile

<b>Location:</b>	Local community and Katharine House Hospice
<b>Reporting to:</b>	Supporter Care Officer

### The role:

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Supporting our Fundraising Team by placing and collecting Katharine House collection tins in shops, businesses and other popular locations in the community and expanding this where possible.

As a small charity we are unable to pay expenses for all roles however we want to make our volunteering opportunities as inclusive as possible. If there are any barriers that prevent you from volunteering with us, please contact Jill Hill, Voluntary Services Manager, to chat through how we can help. Please contact either [jill.hill@KHH.org.uk](mailto:jill.hill@KHH.org.uk) or call 01295 816477.

### Tasks include:

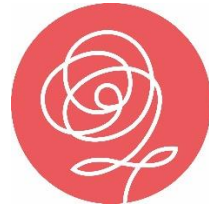
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- Helping to raise awareness about Katharine House Hospice and to encourage support from the local community through our collection tin locations
- Placing and collecting our collection tins in shops and other popular locations
- Managing existing relationships in the community where we already have static collection tins
- Developing new relationships in the community to extend our reach by growing the number of new sites and revenue
- Organising a rota for coordinating tin collections
- Maintaining records for tin distribution and returns, i.e. collecting full tins, replacing them with empty ones and returning the full tins to the Katharine House offices in Adderbury for counting (see Cash Counter volunteer role profile in the volunteer pages on the Katharine House Hospice website)
- Coordinating paperwork to confirm the necessary permission to place static collection tins
- Keeping in regular contact with the Fundraising Team

### What we're looking for:

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- Minimum age 18
- Access to a vehicle will be necessary to cover the tin collection area
- Great communication skills
- A friendly personality
- Self-motivated and able to work without direct supervision
- Organised, reliable and trustworthy
- Good knowledge of the local area
- Confidence to approach new contacts and network where possible
- Ability to travel within your local community to coordinate collection tins
- Adhere to volunteer guidelines, risk assessments, policies and procedures
- Committed to our values of compassion, inclusivity and sustainability



### **Volunteer benefits:**

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By volunteering for Katharine House you will be helping us make every moment matter for our patients and their loved ones. We can't do what we do without you. In addition to making a difference you can expect to gain or enhance the following:

- Satisfaction of giving back and supporting our hospice
- Meeting people in your local community
- The benefits associated with being part of the Katharine House volunteer team

### **Training:**

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- General Katharine House induction and training on the process

### **Practical considerations:**

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- Minimum age 18
- Access to a vehicle is needed to carry out the role
- Time commitment: flexible to fit in with your life commitments
- There will be a necessity for travelling and parking in unknown places to begin with
- Able to physically access shops and other popular locations. Access to sites will vary, with steps a potential
- Lifting and transporting collection tins will be required; best manual handling practice will be given
- This role requires considerable interaction with the public
- An ID badge will be provided and must be worn while carrying out your role
- This role is year-round, but key collection and tin returns take place in April and October. If you're away or unavailable during those times, just let us know, and we can arrange for you to collect your tins when you are next available.

### **How to apply:**

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Download and fill in the application form from the website and return to the Voluntary Services email at [volunteering@KHH.org.uk](mailto:volunteering@KHH.org.uk).