

VOLUNTEER ROLE DESCRIPTION

Collection Tin Coordinator

Reports to:	Community Fundraiser
Accountable to:	Community Fundraiser
Hours	Regular involvement as agreed and additional attendance at required training sessions
Aims	To raise funds and promote support for the Hospice through coordinating local Collection Tin Appeals.
Responsibilities	<p>To distribute, collect and replace Collection Tins in local shops, businesses and other outlets.</p> <p>To follow existing administrative procedures in coordinating the Collection Tins.</p> <p>To maintain relationships with outlets by thanking supporters on a regular basis and updating them on the Hospice's work.</p> <p>To always respect confidentiality and professionalism when representing the Hospice.</p> <p>To advise staff of any suggestions, queries or concerns you may have concerning your duties.</p> <p>To attend training sessions as required.</p> <p>To adhere to the Volunteer policies and procedures including Health & Safety and Cash Handling.</p>