

**Bucket Collection Role**

**What is the volunteer role?**

Lindsey Lodge Hospice organised collection volunteer

**Where will I be based?**

* Out and about in the community with occasional attendance at the hospice

**Who will show me what to do**? –

* Community Fundraising team

**Who will be responsible for me**? –

* Community Fundraising team

**How often could I be asked to attend and for how long?**

* Our fundraising team will arrange collection dates at local supermarkets, shops and other busy areas and send an email to all volunteers to see if they can help out on that day.

**Key Responsibilities**

* Collecting coins and spare change from the general public in areas assigned by the community fundraisers at the hospice
* Taking card payments for those people without change to give
* Provide occasional light information about the hospice to anyone that enquires and refer them to the correct member of staff should they have any questions that need answering
* To pass buckets over to either another volunteer who is taking over from you or the community fundraising team at the end of your shift

**What skills/qualifications might help me?**

* No formal qualifications are necessary
* Driving license

**What other things would we like from you ?**

* To represent Lindsey Lodge Hospice in a positive manner by being smart (clean and tidy) polite and by giving a positive message about the work of the charity.
* To wear a fundraising volunteer ID badge
* To operate within Lindsey Lodge’s relevant policies and procedures, and those of the fundraising code of practice. (https://www.fundraisingregulator.org.uk/code)
* To take responsibility for your own health and safety (wearing footwear appropriate to your role, e.g no high heels or open shoes in patient areas) and report any areas of risk.
* To reflect a commitment to equal opportunities, equality and diversity

**What happens if things aren’t working out of if I have a problem?**

* Discuss any concerns with the community team. They will try to address and resolve your concern.
* If you are still not satisfied you can take your concern to the Workforce Manager who will try to help.

This document is only intended to help you to understand the role you are volunteering for. There is no obligation on you to undertake this role or on the Hospice to continue to offer it, and you are of course free to leave us at any time (although we very much hope that you won’t).

I acknowledge that I have read and understood the role profile.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_