

**Collection Tin Rotator Role**

**What is the volunteer role?**

Lindsey Lodge Hospice Collection tin 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?**

* Initially there will be a little more work in establishing your area and making contacts, but around once a month thereafter

**Key Responsibilities**

* Asking new shops, pubs, butchers etc in your assigned area if they would be willing to take a collection tin in their store to raise funds
* Rotating tins that are already in your assigned area and maintaining a good relationship with those businesses
* Following the LLH procedure of signing out and collecting tins
* Bringing full tins back to the hospice to be counted in a timely manner, so that a thank you can be sent
* Keeping a record of where your placed collection tins are.

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

* No formal qualifications are necessary
* Driving license

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

* To attend meetings, supervision and appropriate training (including confidentiality).
* 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 within 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_