

## Role Profile

<b>Job title:</b>	Volunteer Collection Box Champion
<b>Department:</b>	Fundraising
<b>Reporting to:</b>	Fundraising Administrator Lead
<b>Role summary:</b>	
<p>Our Volunteer Collection Box Champions play a vital role in helping Barnsley Hospice raise essential funds across the local community. In this flexible volunteer role, you'll work closely with our Fundraising Team to collect and replace our donation boxes across the Barnsley borough.</p> <p>You will be supported by our dedicated Fundraising Team, helping to grow our income and make a difference to the people of Barnsley.</p>	
<b>Organisation summary</b>	
<p>Barnsley Hospice is a charity that provides specialist palliative and end of life care to hundreds of local people and those close to them each year. Our main priority is to achieve the best possible quality of life for people living with a life-limiting illness, whilst supporting those close to them during the period of illness and bereavement. As a specialist care provider, the range of skills we offer include, pain and symptom management, emotional support and end of life care. The hospice currently employs about 100 people and has a team of volunteers, based both at the hospice and within our retail hub.</p>	
<b>Key duties &amp; responsibilities</b>	
<p>No two days are the same as a #TeamHospice Volunteer, here are some examples of what we may expect of you as a Volunteer Collection Box Champion:</p> <ul style="list-style-type: none"><li>• Liaising with the Fundraising Team to collect full collection boxes within an agreed timeframe and issuing receipts in accordance with our processes.</li><li>• Returning full collection boxes to the hospice, following cash-handling procedures at all times.</li><li>• Dropping off replacement collection boxes to existing supporters as required, and delivering collection boxes to new supporters.</li></ul>	

- Helping to grow our collection box income by seeking opportunities for willing local pubs, cafes and other businesses to host our collection boxes.
- Cleaning and preparing our collection boxes so they look good as new for our supporters.

#### **Other Responsibilities:**

- To undertake any other duties, commensurate with the role as required by the Hospice management.
- To act as an ambassador of the Hospice, maintaining honesty, integrity and trustworthiness at all times.
- Comply with the Barnsley Hospice Code of Conduct. The post holder will be expected to maintain strict confidentiality at all times.
- The post holder will ensure that they are aware of and apply health and safety and fire precautions.
- The postholder will ensure that safeguarding procedures and relevant good practice guidelines are followed at all times.
- The post holder is to ensure data protection is maintained at all times.
- The post holder will be flexible in terms of working hours in order to meet service needs.

#### **Training/General Information**

- DBS Check is required for this role.
- References are required for this role.
- The following training will be provided by Barnsley Hospice:
  - Roles and Responsibilities of a Volunteer
  - Data Security Awareness for Volunteers
  - Fire Safety for Volunteers
  - Health, Safety and Infection Prevention and Control for Volunteers
  - Equality, Diversity and Human Rights for Volunteers
  - Safeguarding Adults for Volunteers
  - Safeguarding Children for Volunteers
  - Preventing Radicalisation (Basic Awareness) for Volunteers

### Person Specification

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<b>Department:</b>	Fundraising	
<b>Reporting to:</b>	Fundraising Administrator Lead	
<b>Knowledge, Skills and Experience</b>	Essential	<ul style="list-style-type: none"> <li>• Enthusiasm about the work of Barnsley Hospice.</li> <li>• Good verbal communication skills.</li> <li>• Good interpersonal skills and the ability to establish good working relationships.</li> <li>• Able to complete tasks alone after initial direction.</li> <li>• Full UK driving license and access to own transport.</li> <li>• Ability to lift collection boxes.</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>• Cash handling experience</li> <li>• Knowledge of the local area</li> </ul>
<b>Personal qualities</b>	Essential	<ul style="list-style-type: none"> <li>• Friendly, trustworthy and reliable.</li> <li>• Approachable manner.</li> <li>• Compassion and empathy.</li> <li>• Motivated and enthusiastic.</li> </ul>
	Desirable	

#### Disclaimer

*Volunteering is a mutually beneficial arrangement, but it is not intended to give rise to contractual obligations on the part of either the Hospice or the volunteer.*

