

## St Helena Volunteers

### **VOLUNTEER ROLE DESCRIPTION**

<b>Role Title</b>	<b>Fundraising Pot Collector</b>
<b>Department/Shop</b>	<b>Fundraising</b>
<b>Locations</b>	<b>Colchester, Dovercourt/ Harwich, Tiptree, Halstead, Earls Colne, Coggeshall, Bures, Manningtree,</b>
<b>Reporting To</b>	<b>Senior Community Fundraiser</b>
<p><b><u>Volunteering at St Helena</u></b></p> <p>We ask that all volunteers are sympathetic to and be able to project the philosophy, vision and values of St Helena.</p> <p><b>The benefits of being a St Helena volunteer include:</b></p> <ul style="list-style-type: none"> <li>• The opportunity to develop new and existing skills and gain experience in the workplace.</li> <li>• The opportunity to make new friends in your local community.</li> <li>• The satisfaction of knowing you are making a difference to people facing incurable illness or bereavement.</li> <li>• Full support of a specified line manager within a dedicated team</li> <li>• Volunteering has been proven to help improve mental health and wellbeing and is therapeutic by keeping you active</li> <li>• Regular news and updates about what's happening at St Helena so you feel part of the team</li> <li>• Gives you a sense of purpose – the feel-good factor!</li> </ul>	
<p><b><u>Role summary</u></b></p> <p>The “Friends of St Helena Hospice” is our well known Collection Pot scheme that runs across the local area. Yearly the donations from the pots bring in over £20,000 for the hospice, which helps local people facing incurable illness and bereavement.</p> <p>We are looking for Volunteer Pot Collectors in local communities to assist in the collection and distribution of St Helena collection pots to local businesses in and around their own local area.</p> <p><b>Due to the nature of this role and the requirements to visit licenced premises, we cannot accept applications from anyone aged 18 and under.</b></p>	
<p><b><u>Main duties of the role</u></b></p> <ul style="list-style-type: none"> <li>• To issue and collect St Helena Collection pots to businesses in the local community in your specific dedicated area.</li> <li>• Maintain own records relating to those pots and to be always aware which pots are being given out and which are due for collection.</li> <li>• Build a relationship with businesses that host a pot and liaise with the community team to ensure supply of new pots.</li> <li>• Look for new pot locations across the area you cover and liaise with the community team to let them know the new locations.</li> </ul>	

**Training & supervision**

Full training and support will be provided in addition to an induction and Health and Safety training. You will also have a line manager who you can report to when needed.

**EXPERIENCE & QUALIFICATIONS REQUIRED**

- Organised with a methodical approach
- Confident to approach new and existing businesses to establish a relationship
- Excellent communication skills
- Car driver and access to own vehicle (essential)
- Ability to work on own initiative and as part of a team

**Personal attributes**

- Passionate about St Helena
- Attention to detail
- Comfortable handling cash
- Good communication skills
- Reliable and trustworthy
- Team player with a friendly outlook