

St Helena Volunteers

VOLUNTEER ROLE DESCRIPTION

Role Title	Friends of St Helena, Pot Collector
Department/Shop	Fundraising
Location	Local community covering North East Essex
Reporting To	Fundraising Manager

Volunteering at St Helena

We ask that all volunteers are sympathetic to and be able to project the philosophy, vision and values of St Helena.

The benefits of being a St Helena volunteer include:

- The opportunity to develop new and existing skills and gain experience in the workplace
- The opportunity to make new friends in your local community
- The satisfaction of knowing you are making a difference to people facing incurable illness or bereavement
- Full support of a specified line manager within a dedicated team
- Volunteering has been proven to help improve mental health and wellbeing and is therapeutic by keeping you active
- Regular news and updates about what’s happening at St Helena so you feel part of the team
- Gives you a sense of purpose – the feel good factor!

Role summary

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.

The volunteer Pot Collector role is here to assist in the collection and distribution of St Helena collection pots in the local community, usually focusing on a specific area.

Main duties of the role

- To issue and collect St Helena Collection pots in the local community in your specific dedicated area, returning full pots to the fundraising office for banking
- Maintain own records relating to those pots and to be aware at all times which pots are in issue and which are due for collection
- Build a relationship with businesses that host a pot and liaise with the community team to ensure supply of new pots
- Look for new pot locations across the area you cover and liaise with the community team to let them know the new locations

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

- Accurate cash counting
- 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