

## **VOLUNTEER ROLES**

<b>Department or team: Fundraising Role: Collection Box Canvasser</b>
<b>About the department</b>
<p>The Fundraising team are recruiting Volunteer Collection Box Canvassers to join a friendly, enthusiastic and motivated team of volunteers to help maintain our network of charity collection boxes. We have a geographical area running from Exeter and mid Devon down through Teignbridge and the South Hams to Plymouth. The Fundraising team are responsible for Community and Corporate fundraising activity</p>
<b>What the role involves and regular duties</b>
<ul style="list-style-type: none"><li>• Developing links with potential collection box holders (shops, businesses) in the community</li><li>• Ensuring that collection box placements are regularly visited, even if only to say 'hello'</li><li>• Collecting boxes as appropriate (the Community Engagement Executive will provide all the necessary information), and leaving new boxes in their place</li><li>• Making sure necessary paperwork is filled in and given to the Community Engagement Executive, to maintain accurate records.</li><li>• Hours for this role are flexible to fit around you and the opening hours of box placements</li></ul>
<b>Required ability, skills for the role</b>
<ul style="list-style-type: none"><li>• Are enthusiastic about getting involved in a local charity</li><li>• Looking to improve/maintain their people skills</li><li>• Looking to find out more about fundraising</li><li>• Have good written and communication skills</li><li>• Want to get 'out and about' in their local community</li><li>• Willing to undertake any additional training and workshops as requested</li></ul>
<b>Desirable and useful characteristics and experience to further enhance the role</b>
<ul style="list-style-type: none"><li>• A friendly, efficient manner and good customer care</li><li>• Efficiency in administration and organisation of activities</li><li>• The ability to develop relationships with people from all backgrounds and ages</li><li>• Knowledge of your local area and community networks</li><li>• This role will require travel within your agreed working area, so you will need access to a vehicle</li></ul>