

Fundraising Volunteer Role Description

JOB TITLE:	Collection Box Coordinator
ACCOUNTABLE TO:	Volunteer Coordinator
HOURS:	Flexible
LOCATION:	Birmingham Children's Hospital

Why Birmingham Children's Hospital Charities needs you?

Birmingham Children's Hospital is one of four specialist paediatric providers in the UK that has a significant impact on the care of patients from the Midlands and beyond.

It's bewildering, scary and unsettling for anyone going into hospital but especially for children and that is why Birmingham Children's hospital relies on fundraising. From £5 to fund crayons and colouring books, or £42,000 for a life saving machine that operates as a mechanical heart, charitable donations are key to making us who we are, a centre of paediatric excellence that the whole country depends on!

What does the role involve?

The role of a Collection Tin Coordinator is to place and regularly empty a number of charity collection Tins across various public locations within their local community. Your duties will include:

- Establishing relationships with shop owners and council venues to encourage them to have a collection tin in their store/venue
- Regular emptying and replacement of collection tins
- Keeping accurate records (e.g. Microsoft Excel spreadsheet) of collection tin locations, dates placed/emptied and how much was raised
- Regular banking of the collection tin money/donations raised
- Writing receipts and thank you letters and presenting certificates to shops/venues for 'milestone' amounts raised
- Using relationships with shops/venues to also promote fundraising campaigns and events organised by 'BCH Charities'

What skills and experience do I need?

- Enthusiasm for the work of Birmingham Children's Hospital Charities
- Good knowledge of your local community, including shops and council-run public venues
- A friendly, outgoing, self-motivated & proactive personality, reliable and trustworthy.
- Basic record-keeping and IT skills.
- Influencing and persuading skills (The role involves establishing & maintaining relationships within your local community).

What benefits can I expect?

- Volunteers can claim previously agreed travel expenses.
- The satisfaction that you are helping Birmingham Children's Hospital improve the experience & patient care of 250,000 children each year.
- The opportunity to develop new and existing skills in areas such as fundraising and communication

How will the Fundraising Team support me?

- You will be fully supported by the Birmingham Children's Hospital Charities Fundraising Team and have a dedicated staff member to support your role and offer you advice and guidance.
- You will be provided with materials – collection tins, a receipt book, spreadsheet templates, collection tin seals, thank you paper, certificates, and Birmingham Children's Hospital volunteer identification
- You will also receive a volunteer induction providing information about the work of the charity, and the impact it has within Birmingham Children's Hospital. You will be informed of our current fundraising campaigns and events, and provided with posters and leaflets to promote these (where appropriate)

How much time do I need to commit & where will I be based?

Your role is based in your local community. As a volunteer you would be responsible for managing the hours that you give. We would expect that the role will take no more than a few hours each month.

We urgently need volunteer Collection Box Co-ordinators to raise donations for our important work in their local community. If you have a few hours free each month and would like to help this would be perfect!

