

Collecting Box Agent

Role Outline

Based out in the local community you will be responsible for servicing a number of shops and local businesses with fundraising collecting boxes. The collecting boxes we place enable supporters to donate to the hospice. Your main duties will include collecting full boxes and replacing with empty ones several times throughout the year. Agents have the option of either counting and banking the monies raised or returning the full boxes to the Fundraising Department based on site at the hospice where our Finance Department will count the funds raised.

The ideal person will be reliable, friendly, good with people and be comfortable and confident in handling money and keeping records. Own transport is essential.

Hours are flexible to suit both the agent and site. The position is un paid as it is a Hospice volunteer role

If you think you would like to play a much valued part in maintaining and expanding this income stream for the hospice then please contact Elizabeth Clarke, Fundraising Office Manager to arrange an informal meeting.

NB: Should the informal meeting be successful for both parties we will pass you forward to go through the official Hospice Volunteer Application process.

Skills/qualifications

	Essential	Desirable	Training given
Good Telephone Manner		✓	
Customer Service Skills	✓		
Money handling		✓	
Own transport	✓		
Good record keeping	✓		

Availability

- Weekdays/Weekends
- Several times per year

Volunteer Area – where will I be located?

- Independently in a local geographical area and reporting to the Fundraising Department