

Role Profile

Job title:	Fundraising Public Collections Volunteer
Department:	Fundraising
Reporting to:	Fundraising Manager
Role summary:	
Supporting the fundraising team with collection and distribution of blue boxes and counting the monies received. Other duties where agreed and appropriate.	
Organisation summary	
Barnsley Hospice is a charity that provides specialist palliative and end of life care to hundreds of local people and those close to them each year. Our main priority is to achieve the best possible quality of life for people living with a life-limiting illness, whilst supporting those close to them during the period of illness and bereavement. As a specialist care provider, the range of skills we offer include, pain and symptom management, emotional support and end of life care. The hospice currently employs about 100 people and has a team of volunteers, based both at the hospice and within our retail hub.	
Key duties & responsibilities	
<ul style="list-style-type: none"> • Visiting our Blue box supporters and collection/receipting the blue boxes per the receipting donations procedure. • Leaving replacement blue boxes and returning the full boxes to the Hospice. • Counting, reconciling and banking the monies from the blue boxes in accordance with the cash handling policy and the recording process. • Completing and sending "thank-you" template letters and certificates. • Updating donor records. • Contacting our supporters via telephone when needed. • Other volunteering tasks as agreed and appropriate. 	

Other Responsibilities:

- To undertake any other duties, commensurate with the role as required by the Hospice management.
- To act as an ambassador of the Hospice, maintaining honesty, integrity and trustworthiness at all times.
- Comply with the Barnsley Hospice Code of Conduct.
- The post holder will be expected to maintain strict confidentiality at all times.
- The post holder will ensure that they are aware of and apply health and safety and fire precautions.
- The postholder will ensure that safeguarding procedures and relevant good practice guidelines are followed at all times.
- The post holder is to ensure data protection is maintained at all times.
- The post holder will be flexible in terms of working hours in order to meet service needs.

Person Specification

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Knowledge, Skills and Experience	Essential	<ul style="list-style-type: none"> • Good verbal communication skills. • Good written skills. • Good numeracy skills. • Good interpersonal skills and the ability to establish good working relationships. • Attention to detail.

	Desirable	<ul style="list-style-type: none">• Experience of data input
Personal qualities	Essential	<ul style="list-style-type: none">• Flexible and willing to adapt approach as required.• Team ethic and able to work flexibly and effectively to support colleagues.• Approachable manner.• Compassion and empathy.• Motivated and enthusiastic.
	Desirable	