

# Collection Tin Co-ordinator Role Description

## Why do we need your support?

Rays of Sunshine brightens the lives of seriously and terminally ill children aged 3 to 18 years old and their families across the UK.

Our work includes:

Granting wishes, which can be as unique as the children themselves – from being a princess or a fireman for the day to a trip to Disneyland

Working with children's hospitals and hospices to host activity days and grant Hospital Ward Wishes (e.g. installing play areas and sensory rooms)

Organising large-scale outings and events including an annual concert which in 2016 was at The SSE Arena, Wembley

## Your role:

As a Collection Tin Co-ordinator, you will support our fundraising team to raise awareness and vital funds by placing and managing collection boxes within your local community.

## What will I be doing?

- Speaking with business owners and store managers to gain permission to place a collection tin in their business
- Placing collecting tins in local shops, pubs, cafés and businesses such as hairdressers
- After boxes are placed, return on a regular basis to check if the boxes are full
- When collection boxes are full you'll be responsible for counting and banking donations as well as completing the necessary paperwork.
- You'll need to make sure you count the donations with a friend, family member or colleague present to act as a witness
- Report any stolen boxes to Kirsty
- Spotting potential for further fundraising in your local area and letting Kirsty know such as local businesses who are looking for their next charity partner

## What skills and attributes do I need?

- Ability to build rapport with business owners and their staff to gain permission to place the collection tin
- Good organisational and communication skills
- Ability to work on your own initiative

- Good numeracy skills and attention to detail
- Basic computer skills such as Microsoft excel, email and the internet
- Good knowledge of your local area

### How much time do I need to commit?

- We would ask that you try to place a minimum of 10 boxes per year
- We expect each box to need to be emptied approximately every 3 months

### What support will I be given?

- An induction to help you understand more about our work and your role
- Regular contact with Kirsty who will help make sure you've always got everything you need
- You'll be provided with collection boxes, re-seal labels and paperwork
- You will receive a volunteer badge and authorisation letter

### Where will I be based?

Most of your work will involve being out and about representing Rays of Sunshine in your local community. You will need to empty and count the collection boxes in a safe location such as your house or office.

**Ready to join Team Sunshine?** Get in touch with Jo on 020 8782 1171 or [joanne@raysofsunshine.org.uk](mailto:joanne@raysofsunshine.org.uk)