



WARWICKSHIRE
NORTHAMPTONSHIRE
AIR AMBULANCE

Volunteer Collection Co-ordinator

- Role Profile

Why we need you:

We are looking for proactive and organised people with a good knowledge of their local area to help us raise awareness of and increase donations in your local area for Warwickshire & Northamptonshire Air Ambulance.

What will I be doing?

- Placing and emptying collecting tins in your local community.
- Keeping an accurate record of all collecting tins and any monies collected from these.
- Issuing receipts for all monies collected.
- Banking the collected donations and preparing monthly forms detailing funds banked for our administration team to collate.
- Where possible, recruiting other collectors and individuals to support the charity.

What skills and attributes do I need?

- Good knowledge of your local community.
- Good communication skills and friendly demeanor as you will be meeting members of the public.
- Good numeracy skills in order to keep accurate records of funds.
- Good administration skills.
- Influencing and persuading skills.

How much time do I need to commit?

- As much or as little time as you are able to give. This role will involve you being responsible for managing your own hours.

What Support will I be given?

- We will give you a full induction on all aspects of this role.
- All appropriate materials to support your role will be provided e.g. collecting tins, receipt book, paying-in book, record sheets, wraps, seals, monthly return forms and identification.

What benefits can I expect?

- The opportunity to develop new skills.
- The opportunity of meeting new people and working as part of a dedicated team.
- Invaluable experience with one of the leading charities in the county.
- The satisfaction of knowing that you are making a vital difference to our life saving work.
- You can claim agreed travel expenses.

Where will I be based?

Most of your work will involve being out and about and representing the charity in your local community but you may need to carry out some tasks from home.

How do I apply?

For further information on this role, please contact us on 024 7663 9043 where your query will be passed to a Regional Fundraising Manager.