

**Volunteer**

**Collection Box**

**Team Member**

**Time:** Flexible - Evening / Weekends / Days

**Location:** Liverpool, Wirral and Cheshire

**Reporting to: Community Fundraising Team**

**About Claire House**

Claire House Children’s Hospice offers care, support and choice to families whose children won’t live to be adults. At Claire House, we focus on not what we do, but why we do it. Our nurses take over for a couple of days so mum and dad can be parents, as opposed to carers 24.7.

**Purpose of the role:**

To visit businesses in your local area, picking up Collection Boxes and distributing new ones, contributing to raising vital funds for Claire House Children’s Hospice. It is a very flexible role to fit around other commitments, requiring collections every 6-8 weeks on average at a time to suit you.

**The role of a Collection Box Team Member is to:**

* To collect full collection boxes from a designated postcode area and replace with new ones.
* Approach new businesses to see if they would like to take on a Claire House Collection box.
* To count the amounts raised from each collection box and deposit the money at the bank—completing the relevant paperwork to send into our Finance office.
* Being the face of Claire House out in the community, giving a personal thanks for their support.
* If requested, handing out ‘Get to know Claire House’ leaflets to new businesses.

**Additional role of Collection Box Team Leader:**

Some of our postcode areas require a Collection Box Team Leader to manage a small group of Collection Box members. They will delegate businesses to each team member and often will come together as a team to count the money. Team Leaders are the main point of contact for its members and will motivate their team to grow the number of businesses that support us in their area. If you are interested in this role, then please state this when applying.

**Attributes and Competencies:**

A Claire House Volunteer Collection Box Team Member will be an enthusiastic, friendly and positive individual who is looking for a way to volunteer and support Claire House without committing to a specific day/time.

**What benefits can you expect?**

Knowing that your contribution is making a huge difference to sustaining and growing the income that Claire House receives so that we can continue to care for children and their families at the most difficult time. You will get to meet a variety of different people out in the community and get the ‘feel good’ factor.

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| ***Training and Development:*** | On the task training will be provided and an induction from a member of the fundraising team. |
| ***Contact:*** | If you are interested in applying for this opportunity or would like further information please contact the Community and Volunteer Co-ordinator by telephone 0151 343 0883 or email melissa.henderson@clairehouse.org.uk |