**Collection Tin Volunteer Role Description**

**Purpose of the role:**

To extend the reach of Age UK Barnet in the local area by arranging for the display of our charity collection tins within the community, to help raise vital funds, and also to help increase awareness and understanding of our work.

**What a collection Tin volunteer might do:**

* Contact local businesses and organisations, either face to face, or over the phone to find suitable locations to place our collection tins.
* Deliver collection tins to the agreed locations and ensure necessary paperwork is completed.
* Keep records of where all tins have been placed.
* Follow up on placed tins 3-4 times a year to collect them and replace them.
* Collect tins and bring them to Ann Owens centre for emptying and counting.

**Personal qualities most suited to this role:**

* An organised approach to record keeping (ideally using IT systems)
* Good communication skills
* Confident to approach businesses and organisations to explain our work and engage them to support us.
* Previous fundraising experience is not necessary but very welcome.
* Understanding of confidentiality

**Location:** Flexible across the Borough, some sessions at Ann Owens Centre.

**How much time is involved?** This is flexible but ideally half a day a week or equivalent.

**What you can expect from us:** Age UK Barnet will cover agreed out of pocket expenses for volunteers (e.g. travel costs). We will also insure you for personal and public liability for the time you are volunteering with us providing what you do is risk assessed and agreed. We are happy to provide references for our volunteers.

We accept volunteers from all backgrounds and welcome applications from those with disabilities or health conditions.

**Responsible to:** Wendy Nutman, Community Engagement/Fundraising

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