**Volunteer role description**

**Fundraising Collection Volunteer**

**Role Purpose**

This role involves raising the profile of Age UK Merton in the local area and helping to raise much needed funds. This role description sets out the main areas of responsibility.

**Key tasks**

* Visit shops and businesses within the borough to ask them to display a collection tin
* Keep accurate records of where the tins are placed and contact names
* Maintain regular contact with businesses and empty tins as needed
* Bank the money collected or bring it to the Age UK Merton
* Keep in regular contact with designated staff at Age UK Merton, informing them of the status of your work

**Personal Specification**

* Self-motivation
* Good verbal and written communication skills
* Able to travel around the borough either by own car or public transport
* Accurate record keeping
* Confident handling money
* Professionalism
* Ability to work well independently and as part of a team
* Ability and willingness to work within Age UK Merton’s policies and procedures