

MDUK Collection box co-ordinator role description

We understand that a diagnosis of muscular dystrophy changes everything. Every day Muscular Dystrophy UK is urgently searching for treatments and cures to improve lives today and transform those for future generations.

How you will make a difference

Getting out and about in the community is a vital part to raising both funds and awareness for the charity and we simply can't have the reach we need without volunteers!

Role title: Collection box co-ordinator

Location: Remote

Department: Regional Development

Frequency: Ad hoc

Minimum period: 1 year

Maximum period: 2 years (can be extended)

Summary of role

What you'll get out of the role:

- Meeting new people in your community and working as part of our skilled and friendly fundraising team
- The opportunity to develop new and existing skills in fundraising, management, organizational skills and communication
- A flexible volunteering opportunity that you can fit around your lifestyle
- Relevant training by MDUK

What you'll be doing:

As a Volunteer Collection box Co-ordinator you will support the Regional Development Manager in your region to raise awareness and funds for the charity by placing and managing collection boxes within businesses in your local community.

Specific tasks may include;

- Placing charity collection boxes in shops, pubs, chemists, doctor's surgeries etc in your area.
- Making follow up visits to businesses where boxes have been placed to empty contents and reseal boxes for further use
- Counting and receipting contents of each box emptied
- Maintaining accurate records of venues holding boxes and how much each collection box placed raises – you will be provided with a spreadsheet to facilitate this
- Ensuring boxes are clean and in good condition and replacing where needed
- Banking income and providing detailed report of income to Regional Development Manager within agreed timescales

What you'll bring:

- Have a welcoming, friendly manner
- Good organisation skills and ability to maintain records
- Initiative in order to recognise opportunities to place boxes
- Have good written English and basic computer skills
- Can volunteer flexible hours
- Can volunteer independently and as part of a team

Commitment to volunteers

What we expect from you:

- enthusiasm and commitment to supporting the work of MDUK
- to maintain and uphold the reputation and good name of the charity
- to listen to, and work co-operatively with paid members of staff and other volunteers – treating all with courtesy and respect
- to take reasonable care of your own health and safety and that of others who may be affected by their acts or omissions
- to support the charity's equal opportunities and diversity policy – helping to promote this to all our supporters
- to provide us with feedback on how we can improve your volunteering experience with the charity
- to inform us if your commitment to us, for any reason, can no longer continue

What you can expect from us:

- your main contact will share the *Volunteers' handbook* with you, which will act as a summary of the information within the Volunteer Policy (you can ask for the full policy document if you'd like, too)
- regular email updates on the charity's work
- contact with other volunteers working with MDUK
- your main contact will work with you to provide any support and training you need to fulfil your role
- you can claim back pre-agreed reasonable expenses as per the MDUK expenses policy (which is outlined in your *Volunteers' handbook*)
- insurance cover, while volunteering, under MDUK's public liability insurance, as per the insurance policy (which is outlined in your *Volunteers' handbook*)
- a formal, written procedure for resolving difficulties; if you have a complaint it will be dealt with promptly and fairly.

Other

GDPR training:	Provided
Confidentiality agreement:	Provided
Access to internet:	Required