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| Title: | **Tin Collection Volunteer** | Travel Required: | Yes |
| Location: | Sandwell, Dudley, Walsall, Wolverhampton | Position Type: | Fundraising |
| Service area: | Corporate services: Fundraising | Expenses: | Travel expenses |
| Responsible to: | Volunteer Coordinator and Fundraiser | Hours: | Flexible |
| Role Brief |
| Black Country Women’s Aid (BCWA) is an independent charity which has supported survivors of violence and abuse for over 30 years. We offer a range of community services and refuge for women, children and men who have experienced domestic abuse, rape and sexual violence, stalking, exploitation and modern day slavery. Our sensitive and holistic support helps them to escape from violence, cope with trauma and rebuild their lives. We are looking for outgoing confident people who enjoy mixing with new people to help us with fundraising. The role involves placing our collection tins in local venues that have a lot of footfall, such as pubs, restaurants, hairdressers, social clubs and golf clubs. You would need to be confident in contacting business in your local area to ask if they would consider having one of our tins. You would then need to drop off collection tins, keep records of each location, and regularly return tins to BCWA for donations to be counted. The role is best suited to those who have their own transport and preferably have a good knowledge of the local area. This role is suitable for anyone who can offer us a few hours on a regular basis. |
| **Principle Duties** |
| 1 | Attend training at BCWA: we will provide you with advice and a script to help you talk to businesses |
| 2 | Collect donation tins, promotional posters and a record sheet from BCWA  |
| 3 | Contact local businesses by phone or in person to ask if they are interested in having a tin |
| 4 | Deliver tins and promotional materials including posters to agreed venues, ensuring they know who to call when collection tin is full.  |
| 5 | Record name of place tin dropped to, date and contact details on list provided, and report this back to BCWA |
| 6 | Contact the business in about twelve weeks to see if they need us to collect the tin |
| 7 | Collect full tins and replace with an empty tin. Take a photo if they allow for our newsletter and social media. Remember to thank them! |
| 8 | Deliver collection tins to BCWA headquarters; we will provide a receipt. We may also need tou to help count money along with a member of our staff.  |
| 9 | As your relationship grows with local businesses, you may be able to help us by promoting our seasonal fundraising campaigns or encouraging them to hold fundraising events for us such as a quiz night. Our Fundraiser will help with this.  |
| **General Duties** |
| 1  | To ensure that all work is compliant with BCWA GDPR and Information Security policy and procedures. |
| 2 | To develop and maintain positive, collaborative working relationships with all BCWA staff. |
| 3 | To work within the aims and objectives of Black Country Women’s Aid. |
| 5 | Take part in meetings and training as required with the Volunteer Coordinator or Fund Raising Manager  |
| **Important information**  |
| 1 | BCWA is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people and expects all staff and volunteers to share this commitment. |
| 2 | This role will be an ambassador for BCWA promoting our values and everything we stand for. Victims of violence are at the heart of everything we do -  we listen, we support, we care. |
| 3 | \*\*All posts are subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975.  It will be necessary for a disclosure to be made to the Criminal Records Bureau for details of any previous criminal convictions.  |

# Person Specification

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| **Skills/and abilities:** |
| 1 | Good communication and telephone skills. |
| 2 | Ability to work independently.  |
| 3 | Out- going confident person and enjoys mixing with new people |
| 4 | Honest and trustworthy |
| 5 | Can keep simple accurate records  |
| **Character and Personal qualities** |
| 1 | Commitment to BCWA’s values and standards. |
| 2 | Non-judgemental and non-discriminatory. |

# how to apply

If you are interested in being involved in this lovely new project, please contact:

Denise Turner, Volunteer Coordinator

Email: Volunteers@blackcountrywomensaid.co.uk

Mobile: 07876 871682

Office: 0121 553 0090

# Version control and Sign off

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| Role Description produced by:  | Denise Turner, Volunteer Coordinator | Date Produced | 12/06/2020 |
| Role Description reviewed by: | Kat Bailey, Development and Communications Manager | Date reviewed  | 12/06/2020 |
| Role Description approved by: | Amy Parker, Head of Strategic Finance | Date Approved  | 24/06/2020 |