

JOB DESCRIPTION

Job Details:	
Job Title:	Box Collector
Grade:	Band 2
Department:	Fundraising
Directorate:	Income Generation & Communications
Reporting to:	Box Collector Supervisor
Responsible for:	Maintaining collection boxes in Wiltshire, Somerset, Banes.
Location	Across the Community. With weekly visits to Winsley

Job Summary / Main Purpose:

To maintain existing box sites and to increase income by developing new sites. The post holder will also develop relationships with these sites to encourage other types of fundraising and deliver promotional material across the area.

Dimensions:

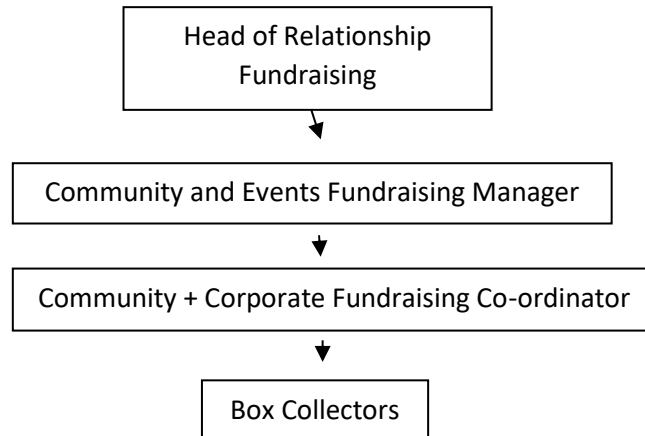
To ensure that all boxes are collected on a regular basis and that all boxes conform to the rules set by the Charity

Principal Duties & Responsibilities

- To maintain existing sites and diplomatically remove boxes if the annual income does not reach the set level.
- To set up and develop new collecting box sites
- To keep electronic records of all sites and to bring the boxes (with any necessary paperwork) to Winsley for counting on a weekly basis
- To develop other sources of fundraising within existing sites where appropriate
- To promote events and deliver promotional material

- To work with volunteers where appropriate
- To attend box collector meetings and undertake mandatory training

Structure Chart



Contacts

Community and Events Fundraisers – to take instructions to enable the efficient and prompt servicing of the collecting boxes

Volunteers – liaising on the distribution and collection of boxes

Owners or Managers of sites – to persuade them to take a box, and maintain good relationships with existing sites

Community and Events Fundraising Manager – providing information and acting on instructions

Finance Team – bringing in boxes to be counted on a weekly basis

Special Note

This job description does not form a part of the contract of employment but indicates how that contract should be performed. The job description will be subject to amendment in the light of experience and in consultation with the post holder.

No Smoking Policy

Dorothy House operates a No Smoking Policy for all staff, volunteers and visitors in relation to promoting health. It applies to the Hospice premises and grounds at Winsley, all Dorothy House shops and when staff are on duty or in patients' homes.

Confidentiality

All of the work relating to patients, carers, donors, staff and volunteers and any other information gained are of a confidential nature and must not be communicated to other persons except in the course of duty.

Health and Safety at Work Act

It is the responsibility of all employees to ensure that the requirements of the Health and Safety at Work Act are complied with safe working practices are adhered to and that hazards are observed and reported to the appropriate office.

Safeguarding

Dorothy House is committed to promoting the wellbeing of all adults and children who use our services, ensuring that they live a life that is free from harm, abuse and neglect. We work in an open and transparent way and encourage staff, volunteers, patients and families to raise any safeguarding concerns. All staff should ensure that they are aware of their responsibilities and attend the mandatory training as required.

Person Specification -

Criteria	Essential	Desirable
Qualifications & Experience		
Sales experience		✓
Abilities / Skills		
Excellent communications skills	✓	
Good interpersonal skills	✓	
Self-motivated with good planning	✓	
Working knowledge of the area		✓
Knowledge of Microsoft office tools	✓	
Qualities		
Sensitive and courteous manner	✓	
Other requirements for the post		
Flexibility with good time management	✓	
Access to a computer and the internet	✓	
Full Driving Licence	✓	

