

Volunteer role description

Collection Tins

Location – Community work and Fundraising Office, Main Entrance

Could you use your local knowledge, administration skills and charm, to manage collection tins, banking and counting money, sending thank you cards, and completing forms?

What's involved?

- Looking for locations to have tins that you can drop off and collect.
- Completing forms to ensure we know where they are.
- Collecting the tins and working with Finance to open them and count the money in our offices.
- Sending thank you cards out to holders of the tins.
- Ensuring the labels are up to date and look tidy.

What will you get out of it?

- Utilising your communication skills, enhancing your CV, or just keeping in touch with people
- Have a rewarding experience helping us to raise awareness on the RJAH in the community

How much time should I give?

We would suggest a few hours a week, or more if you have the time, we would like you to commit to certain days and times so we know when to expect you.

Apply today by completing the volunteering form on line at

<https://www.rjah.nhs.uk/Fundraising/Charity-Volunteering.aspx>

We'll contact you to discuss your application and the role in more detail, and answer questions. We will then invite you in for an informal interview to talk about your skills.

Contact Helen Knight – Fundraising Manager on 01691 404588 or helen.knight3@nhs.net

Registered Charity Number: 1058878