

Volunteer Role Description

Volunteer Collection Box Coordinator
Purpose of your role
<ul style="list-style-type: none">-To work with NWT to grow Trust collection box income by distributing new boxes throughout your local community, including shops, pubs, cafes, and other businesses.-To identify opportunities and coordinate the collection boxes in your area: checking regularly and replacing if they become worn; emptying when full; ensuring all relevant paperwork is completed; handling funds responsibly; and issuing receipts.-To build strong relationships with shops and businesses in your local area in order to raise community awareness of NWT
Type of work you will be involved with
<ul style="list-style-type: none">- Visiting approved shops and businesses in your area and asking them to hold a NWT collection box- Collecting, counting (with a witness), and banking funds- Basic paperwork including banking returns and receipts- Distributing and displaying leaflets, posters, and publications such as TERN in your local community- Regularly checking in with CF Officer to report on movements and proposed box placings- Reporting lost or stolen collection boxes
Skills and abilities you will be using in your role
<ul style="list-style-type: none">- Good interpersonal skills, comfortable approaching shops and new businesses (as checked and agreed with NWT)- Knowledge of your local community and ability to identify areas of opportunity within it- Basic administrative skills- Experience handling money/basic numeracy skills- Able to work under your own initiative- Responsible and reliable personality- Use of your own car or transport helpful- An enthusiasm and passion for wildlife and conservation is desirable
You will work at
Your local area, with occasional visits to Norfolk Wildlife Trust head office in Norwich
Times/days we would like you to be available - this can be flexible
Flexible to suit you, although regularity and reliability are key. You can give as much or as little time as you are able, and be responsible for one or one hundred boxes (whatever you can manage!), but sites must be visited and boxes checked at least twice per year.
Benefits to you
<ul style="list-style-type: none">- Opportunity to support Norfolk Wildlife Trust and help raise funds towards their work- Opportunity to get out and about and connect with your local community- Chance to work with a friendly supportive team of likeminded people- Opportunity to network and meet other staff/volunteers within conservation at NWT events- Reimbursement of travel costs- Full training will be given- Skills and experience to enhance your CV!
Your supervisor
Community Fundraising Officer
Notes/special requirements
<p>A full clean driving licence is desirable, but non-drivers will also be considered. You will need to be able to travel reasonably within your local area, and occasionally further afield if necessary.</p> <p>Please note we may ask for references prior to enrolment due to the nature of the role e.g. Lone working and handling of money.</p>