

Volunteer Role:

Collection Box Distributor

Purpose:

The main purpose of this role is to help Shelter NI to raise funds to continue its vital work by managing collection boxes in your local community. The role will involve cash handling and developing relationships and connections within your local community.

Location:

Belfast, Strabane and Omagh

Tasks:

- Identifying new locations for Shelter NI collection boxes
- Obtaining written permission from the relevant owner/manager of the premises where each new box is placed
- Registering the location and individual number of each box on the fundraising database
- Being responsible for all of the necessary paperwork and agreeing a reasonable time frame to check/empty the collection boxes
- Completing the associated paperwork

Time Commitment:

- Regular ongoing commitment is preferred. Flexible hours.

Support and Supervision:

- Volunteer Supervisor

Qualifications/Skills Required:

- Good written and verbal communication and an ability to negotiate
- Access to transport desirable but not essential
- Knowledge of Dropbox and Microsoft Office packages; Excel spreadsheets especially.
- Reliable and trustworthy

Training and Support:

- Induction and task specific training at the start
- Collection box Distributors will receive an official ID badge, collection boxes and relevant forms
- Ongoing support, training and development opportunities

Benefits to the Volunteer:

- Utilising and honing your interpersonal skills to help a local homelessness charity
- Opportunity to use and develop your knowledge and skills in the charity sector
- Make new friends and contacts
- Create and strengthen links within the community
- Travel expenses covered.