

Collection Tin Co-ordinator

Location: Various – across Nottinghamshire

Reporting to: Fundraiser

Time commitment: Dependent on number of tins in area, and how many you feel you are able to take on

What is the role?

Nottingham Hospitals Charity has collection tins in various locations across the county, from pubs and restaurants to dentist's surgeries and corner shops. Every penny makes a difference and these collection tins provide a much-needed source of income to help support Nottingham's hospitals.

We need reliable and trustworthy volunteers to take responsibility for the collection tins in their area, contacting community establishments to see if they would be able to take a collection tin, checking on existing locations, and removing and replacing tins when they are full.

We will allocate you an area close to home and provide you with a full list of current collection tin locations. Some areas have more tins than others, but generally we recommend that this role will require 2 hours per week of your time. Every tin needs to be checked on every three months, or as required by the business.

Tasks

- To contact businesses, community centres, etc. in your area to see if they would be able to take a Nottingham Hospitals Charity collection tin.
- Deliver tins to the agreed locations and ensure that all necessary paperwork is filled in and returned to the charity offices.
- To contact establishments who currently have a collection tin to check if it is full and needs replacing or removing.
- To keep accurate and up-to-date written records of the locations of all collection tins, along with contact details and the date when they received a tin, to be passed to the fundraising team.
- To report any lost or stolen tins to the fundraising team immediately.
- To return any full or unwanted collection tins to the charity offices immediately.

Person specification

- Willing to commit to a regular, long-term role.
- Enthusiastic and friendly personality, with the confidence to approach local businesses in regards to taking a collection tin.
- Organised and able to keep accurate records.
- Honest and trustworthy.
- Able to travel to local collection locations and to deliver full tins to the charity offices at City Hospital.

**Collection Tin Co-ordinator
Volunteer Application Form**



At the heart of your care

Thank you for your interest in volunteering with Nottingham Hospitals Charity. Please fill in this application form in as much detail as possible and return by email to charity@nuh.nhs.uk, or using our freepost address: FREEPOST NUH CHARITY. No further information is required on the envelope, and you do not need a stamp.

Your Personal Details:

Name _____ Date of Birth _____
Address _____

Telephone Number _____
Email _____

Do you have access to a car? *Please note this will not affect your volunteer application, although for some events it is necessary to have your own transport.*

- Yes No

Do you have a DBS Check?

- Yes No

When are you available to volunteer?

- Daytime Weekdays
 Evenings Flexible
 Weekends

How did you hear about volunteering with Nottingham Hospitals Charity?

- Social media or our website Volunteering centre
 Media (radio, TV, newspaper) Leaflet or poster
 Word of mouth Information around the hospitals
 School, college or university Other
 Internet search Please state other _____

Do you have any specific interests you would like to pursue with your volunteering?

Do you have any specific skills you think could be helpful for your volunteering?

We will contact you on a regular basis with information about our upcoming volunteering opportunities. Please state your preferred form of contact:

- Email
- Telephone
- Mailing

Emergency Contact Details:

Name _____

Address _____

Telephone Number _____

Email _____

Do you have any medical conditions we need to be aware of?

- Yes
- No

If yes, please include details:

References:

Title _____ **Name** _____

Address _____

Telephone Number _____

Email _____

Please note that references will be contacted prior to the commencement of your volunteer position.

Thank you for your interest in volunteering with Nottingham Hospitals Charity. When we receive your application, someone from the charity will be in touch. We will add you to our bank of volunteers, and contact you regularly with information about our upcoming volunteering opportunities.

If you would like any more information, please call 0115 962 7905 or email charity@nuh.nhs.uk to speak to someone from the charity about volunteering.