

Volunteer Role Description

- Title:** Box Collector
- Responsible to:** Corporate and Community Fundraiser/Fundraising
- Expected Commitment:** Flexible
- Location:** Home based with travel

About Us:

Vista changes lives. We are the leading charity working with children and adults with sight loss in Leicester, Leicestershire and Rutland.

We are passionate about providing the very best services; in hospitals, at home, in residential care and in the community. Whether someone is newly diagnosed or has lived their whole life with reduced sight, Vista's specialist staff provide a vital lifeline to over 6,000 local people each year.

Primary Objectives:

At Vista, our collection boxes play a vital role in generating income and raising our profile in local communities. We urgently need volunteers to collect, count and bank donations received through charity collection boxes and act as a liaison between the box holders and Vista. Our collection boxes generate £20,000 a year for us, funds which are vital to helping us support people with sight loss. If you could give a little time to help bring in this money in your local community we would love to hear from you!

Please note: Volunteers will be expected to use their own transportation and should have access to a car. Mileage or transport costs can be reimbursed.

Responsibilities:

- To empty each box regularly (at least every 6 months)
- Count the cash, log the amount raised and issue a receipt
- To support the fundraising team in finding new outlets for boxes
- To deposit the cash collected at a bank and carry out the necessary administrative activities.

Qualities and skills we are looking for:

- To be friendly, enthusiastic, professional and confident with a genuine interest in raising funds to support the work of Vista
- To be a good ambassador for Vista out in the community, giving a positive and enthusiastic representation of the Charity
- To be trustworthy, honest, accurate and reliable when dealing with money
- To be comfortable working alone in the community, visiting our box holders.

Support provided for you:

- Visual Impairment Awareness training will be provided and take place at Vista
- Regular newsletters, updates and news from the Volunteer Manager at Vista
- Other training as identified
- Reimbursement of out of pocket expenses such as mileage or public transport costs.

We hope that by becoming a volunteer you:

- Increase your own self confidence
- Meet new and interesting people
- Learn new skills that could be helpful for future employment opportunities or further learning
- Have fun!

Health & Safety:

All volunteers will be expected to:

- Ensure that they comply with Vista's Health & Safety policy at all times
- Take reasonable care for the Health & Safety of themselves and others whom may be affected by their acts or omissions whilst volunteering.

Equality, Diversity and Rights:

Vista is committed to improving the quality of its services to all people, irrespective of race/ethnicity, disability, gender, religion or belief, age or sexual orientation. Our objective is to deliver high quality services that are accessible, responsive, and appropriate to meet the diverse needs of different groups and individuals. As such, we will continue to ensure that staff and volunteers employed by Vista treat every person with dignity, respect and fairness.

This volunteering opportunity is subject to a DBS check and sets out the duties of the role at the time when it was drawn up. Such duties may vary from time to time without changing the general climate or level of responsibility entailed.

Next steps:

If you are interested in applying, the next step is to complete our volunteer application form. Please download our application form and return to **Vista House, 1A Salisbury Road, Leicester, LE1 7QR**, or email **volunteering@vistablind.org.uk**. Alternatively, to request a form please email **volunteering@vistablind.org.uk** or call **0116 249 8843** to have one posted.