

Volunteer Role Description

Title: **Box Collector Coordinator**

Responsible to: **Corporate and Community
Fundraiser/Fundraising**

Expected Commitment: **Flexible – a few hours per week**

Location: **Based at Vista House, Leicester, but
should be prepared to travel throughout
Leicestershire and Rutland**

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:

This is a vital role in developing both income generation and raising awareness of Vista throughout the area. We need someone to coordinate the team of volunteers who empty and place Vista's collection boxes throughout Leicester, Leicestershire and Rutland and to develop possible new leads for venues in which to place boxes.

Responsibilities:

- To coordinate our team of box collectors
- To maintain an accurate spreadsheet of all placed tins and collectors
- To ensure that boxes are collected in a timely manner.

Qualities and skills we are looking for:

- To be a friendly and confident communicator with box holders, potential box holders and other volunteers
- To be organized and able to maintain a basic spreadsheet of box collection venues
- To be honest, accurate and reliable when dealing with financial matters
- To be enthusiastic and professional with a genuine interest in supporting the work of Vista.

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 role description 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.