

Volunteer Role Description

Title: Collections Team Co-ordinator
Responsible to: Corporate & Community Fundraiser
Expected Commitment: Flexible
Location: As required

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:

In 2015, we have ambitious fundraising targets to reach in the fundraising team at Vista. One way we want to increase our income and local profile is by holding more regular bucket collections, but to make them successful we need a dynamic, enthusiastic and willing volunteer to lead the team!

You will be responsible for booking collections at supermarkets, train stations and shopping centres across the region, as well as coordinating our fantastic volunteer collections team, ensuring you have enough people to hold the buckets and raise vital funds for Vista.

If you think you fit the bill we would love to hear from you. It is great fun, you will meet new friends and make a real difference to the people we support.

Responsibilities:

- Helping to collect funds via bucket collections throughout Leicester, Leicestershire and Rutland
- Contacting local supermarkets, train stations, shopping centres and other busy locations to secure collection dates and venues
- Helping to recruit additional collections volunteers across the region
- Ensuring money is counted and banked appropriately and the necessary admin is completed (this can be delegated to other volunteers, but you will be responsible for ensuring it happens)
- Maintaining regular contact with the Fundraising Team at Vista
- Potentially lending a hand at large fundraising events where we need extra support.

Qualities and skills we are looking for:

- People who like to raise money while having fun!
- Confident approaching organisations by phone, letter and email in order to book collections
- Good communications skills – an ability to motivate and enthuse our team of volunteers
- Excellent organisational skills
- To be friendly, enthusiastic, professional and confident with a genuine interest in raising funds to support the work of Vista
- To be trustworthy, honest and reliable, particularly when dealing with money
- Flexibility including occasionally being available at short notice.

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.

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.