



Sheffield's Hospice

## Volunteer Task Profile Bucket Collection Volunteer

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**Volunteer Lead:** Volunteer Support Assistant / Fundraising

**Flexible hours:** 1 or 2 collections per month for 2 - 4 hours

**Available to:** Volunteers aged 16+

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### Introduction

St Luke's is a Sheffield's Hospice, with a vision to support and care for everyone affected by terminal illness in Sheffield. We are a community organisation which means that everything we do is focused on helping people in their own communities as well as at our Little Common Lane site and our adjoining site on Ecclesall Road South.

Our shops are all based in the heart of communities across the city, as are our amazing volunteers and we couldn't do what we do without them. It takes 11.5 million to deliver our services this year, we need to raise £7.5 million of that from donations through our lottery, retail shops and fundraising.

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### What does this role involve?

We are looking for a team of volunteers to help us at our events and public collections.

Money raised through bucket collections in the community really impacts on the work of the hospice by contributing vital funds, providing a stable source of income and helping to raise the profile of St Luke's within all communities in Sheffield.

It really is easy, but really rewarding! All you need to do is be an excellent representative of St Luke's whilst collecting donations from the public in one of our bright magenta buckets, you will carry out duties under the supervision of either the volunteer support assistant or a member of the fundraising team. Due to the nature of bucket collections, we are looking for volunteers who can join our team on a flexible, ad-hoc basis, usually once or twice a month. The duration of each event may vary, but we kindly ask individuals to commit to a minimum of 2 to 4 hours per bucket collection. The frequency of collections and availability can be discussed.

Members of the public may want to chat to you about their personal experiences with St Luke's, so it is important that the individual be non-judgmental and demonstrate excellent listening and communication skills. This is an excellent opportunity to make a tangible impact on the lives of those in need while being part of a dedicated team and sharing information or signposting about the care we provide. As a local charity close to so many people in Sheffield it can be an immensely rewarding experience interacting with the public.

### Tasks

Duties and Responsibilities;

- To support a bucket collection event in designated supermarkets, Football match, venues or at events on certain dates and for a specific time slot
- Represent St Luke's with professionalism, enthusiasm, and a positive attitude
- Handle cash donations securely
- To work as part of a team with other Bucket Collection Volunteers

- Smart appearance, wear St Luke's T-shirt or appropriate clothing / lanyard and identification provided
- Be polite and have good communication skills
- Accept rejection and don't take it personally
- Be reliable and committed

The duties and responsibilities listed are intended as a summary and may be varied from time to time in consultation with the volunteer concerned.

The role description is intended to clarify the duties and responsibilities of the volunteer and is for the benefit of all concerned. It does not form the basis of a contract of employment.

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### **Benefits**

We often offer incentives for our collectors, for example, if you collect at an event you will often receive free tickets.

You will gain experience in fundraising whilst making a difference to your local community and you will be helping to improve the lives of people who need end of life care.

By volunteering as a Bucket Collection Volunteer, you will have the opportunity to;

- Contribute directly to the funding of essential services carried out by St Luke's
- Enjoy the opportunity to get out and about in your local area, meeting people and making additional community links
- Meet and volunteer with interesting diverse people
- Get job references
- Gain valuable experience in fundraising, public engagement and teamwork.
- Reasonable travel expenses paid (in line with the volunteer policy)
- If you're the kind of person who would like to volunteer but is unable to commit regularly, then this could be perfect for you! This suits a candidate who is looking to have flexibility in your time commitment
- Training provided

### **General**

All St Luke's Volunteers are asked to:

- Attend Induction and Training if required
- Abide by the Health & Safety at Work Act.
- Be dressed in appropriate uniform provided by St Luke's
- Adhere to policies and procedures
- Participate in and contribute to team meetings (if applicable)
- Co-operate and liaise with other volunteers
- Have a positive attitude

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### **Contact Information**

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[www.stlukeshospice.org.uk/volunteers](http://www.stlukeshospice.org.uk/volunteers)