

Volunteer Collecting Box Coordinator

Why we need you

As Collecting Box Coordinator you will play an important role in your local community but we only ask you to give a few hours of your time per month and you choose when and where – so you are completely in control.

NCYPE is dedicated to changing the lives of young people with epilepsy. Collecting boxes placed throughout the community play a significant role in raising vital funds and public awareness of our work. Volunteers add an invaluable dimension to the work of NCYPE - we need you to help us achieve more.

What will I be doing?

- You will be our local Collecting Box Representative, ensuring we maximise our fundraising opportunities by placing collecting boxes with local businesses, pubs, community venues, etc within your chosen area
- Regularly emptying (probably every 3 months), counting and banking the funds collected in the boxes
- Keeping accurate records of where and with whom the collecting boxes are located and a history of amounts raised.
- Organising thank you letters and certificates
- Generally being an ambassador for NCYPE

What skills and attributes do I need?

- Use of a telephone and good telephone manner
- A computer would be an advantage but not essential
- Friendly and enthusiastic
- Organisational skills and ability to keep and maintain accurate records
- Commitment to helping develop our collecting box fundraising in a given area

How much time do I need to commit?

- As a volunteer, you control the time you give and we hope that you will be able to fit volunteering in with your work and other commitments
- You will be asked to commit just a few hours per month

What support will I be given?

- NCYPE will provide all the training and support you need to feel comfortable in the role
- You will be provided with the contact details of the person you are to liaise with at NCYPE
- Regular contact and support of the NCYPE

What benefits can I expect?

- The satisfaction of knowing that you are making a vital difference to the lives of young people with epilepsy
- We will reimburse pre-agreed expenses incurred as a result of your volunteer role, if required
- We will keep you informed of our work and progress
- You will get the chance to develop your skills, gain experience and improve your CV
- You will meet new people in your community

Where will I be based?

You will be based out and about in your local community

How do I apply?

Simply complete an application form and return it to us as soon as possible. You will then be contacted by one of the fundraising team to discuss your application and answer any questions you may have.