

SIMON ON THE STREETS

Registered Charity Number: 1165317

Title of Role:	Store Collections Volunteer
Department:	Fundraising
Supervisor:	Fundraiser (Community and Events)
Location:	Leeds and surrounding areas (all 'LS' postcodes)
Time commitment:	Flexible to fit around the volunteer's week

Are you looking to help a local charity? Want to volunteer flexibly to fit around your week? Enjoy speaking to people and want to spread the word about Simon on the Streets?

If you answered 'yes' then we want to speak to you! We are currently on the lookout for Collection Volunteers on a voluntary basis to help collect in supermarkets in and around Leeds.

Simon on the Streets is an independent Charity, delivering outreach on the streets to the homeless community and those that are most vulnerable in Leeds, Bradford and Kirklees. We offer unlimited emotional and practical support for homeless and vulnerable people to enable them to achieve their own individual goals through our Outreach workers who work directly on the streets across all three areas. This ensures we are supporting individuals who are homeless and may not be engaging with other services. We deliver our outreach during the day but also in the evening and in the early hours of the morning when many of the most vulnerable are struggling.

Store Collections in supermarkets are one of the ways which help raise vital funds which means Simon on the Streets can continue to provide the support for the homeless community in and around Leeds. This is only possible with the kind support and help from volunteers and all thanks to the kind people of Leeds donating their spare change.

Role Summary

What's involved?

- To learn about the aims and values of Simon on the Streets so you can speak to potential clients about the importance of store collections to the Charity's fundraising.

Main Duties:

- On arrival at the store, signing in at customer service
- Being polite and courteous at all times to customers and the staff at the store
- Standing at or near the front of the store, speaking to and engaging with customers, holding your collection box and collecting donations.
- This does not involve asking for donations, but simply standing with the collection box and as and when customers do donate, saying thank you to them for their donation.
- We ask that you help with the collection for at least a minimum of 2 hours, but can help for longer if you are available and would like to do so.
- We ask that you are friendly, reliable and confident with a positive approach. Being flexible and willing to get involved is essential. You should be able to make your own travel arrangements to/from the location.

- Collections are important to our charity, not only because of the funds raised, but because they help raise awareness of our services.

What we will offer you:

- A dedicated member of staff will guide and support you in your work plus you will receive supporting materials, a full induction to the charity and specific training, where appropriate, to help you get the most from your role.
- The satisfaction of knowing you are making a valuable contribution to Simon on the Streets and to supporting our vital work
- The enjoyment of meeting new people in your community and working as part of our skilled and friendly fundraising team
- The opportunity to develop new and existing skills in fundraising, organizational skills and communication
- The chance to gain experience of working within a leading charity
- You will receive a full induction and further information about Simon on the Streets

What we'd like from you:

- Excellent communication and confident customer service skills are needed as the role involves speaking with lots of different people and talking about the Charity
- Passion and enthusiasm for Simon on the Streets.
- A willingness to learn about the Charity and keep up to date with changes.
- Good organisational skills and ability to maintain records
- Computer literacy including emails and Excel spread sheets
- Access to a vehicle and the willingness to travel is a must.
- An interest in volunteer led fundraising would be beneficial
- The ability to work with others as well as on your own initiative are important, as you will be working with and supporting the work of the Simon on the Streets fundraising department
- Commitment: As much or as little time as you can (whatever time you can give would be very much appreciated).

Guidelines

- All applicants need to be aged 18 and over.
- Collectors are asked to return boxes unopened back to Simon on the Streets after a collection for the Charity's finance department to count.
- Collectors must thank every member of the public for their donation no matter how small.
- Volunteers are asked to wear their name badge at all times and should make themselves familiar with the Simon on the Streets' volunteer policies.
- Strict confidentiality applies to all aspects of the Charity's business and must be observed at all times.
- We will do our best to develop your volunteering role with us should you wish to, and training opportunities will be provided where possible.
- Anybody wishing to become a store collector will complete a volunteer's application form, submit references and meet with the Community Fundraiser. A Volunteers Agreement will then be read and completed before appointment.

Thank you

Simon on the Streets could not survive without the help and support provided by volunteers who give their time and energy so selflessly. Your contribution really will make a difference to the lives of local people.