

The Portsmouth and South East Hampshire Group of the Motor Neurone Disease Association (a registered charity) is run entirely by volunteers who work together to fundraise, provide support, influence and raise awareness. Volunteering with us provides an opportunity for you to be part of a friendly team who make a difference to the lives of local people living with MND. Volunteering is not just about benefiting others, volunteers invariably find they benefit too – apart from the satisfaction of helping others, volunteering enables you to meet like-minded people and gain new skills and experience.

We are looking for a Charity Collections Co-ordinator

The role

To help raise vital funds by the distribution, collection and maintenance of static collecting tins within the local area, and to arrange other collections from members of the public

Tasks

- To liaise with local supermarkets on a regular basis and arrange for the Group to be included in 'green token' schemes, providing suitable publicity materials as necessary
- To organise street collections from time to time, following Association guidelines and ensuring events comply with charity laws
- To distribute, collect and maintain static collecting tins in the local community as necessary, following Association guidelines
- To keep accurate records of where static collecting tins are located

Skills or experience that would be helpful

- Good organisation and communications skills
- Accurate and reliable administrative skills

What will you gain?

- A variety of skills and experiences
- Understanding about how charities such as the MND Association operate

How will you be supported?

- Thorough induction into the Association and the role
- Ongoing support from local and national staff
- Reimbursement of out-of-pocket expenses
- Access to a range of workshops and events

Time commitment

- Approximately an hour a week including the willingness to attend some evening Group meetings.