

Volunteer Role Description

Department: Fundraising

Role Title: Volunteer Driver - Community Fundraising

Location: Various

Time Commitment (days/hours): Collections take place in Feb/March and Sept/Oct and also as required and to suit.

<p>Role Purpose</p>	<ul style="list-style-type: none"> • To deliver and collect Compton Care Bottles and Boxes at retail locations within our area. Our area is divided into "rounds" which cover: <ul style="list-style-type: none"> - Tettenhall, Sedgley, Parkfields, Ettingshall, Perton, Compton, Pattingham, Albrighton, Claregate, Bridgnorth, Wolverhampton City Centre and surrounding areas. - Wombourne, Swindon and occasionally the surrounding villages - Trysull, Seisdon and Kinver. - Stourbridge, Wordsley, Kingswinford, Gornal and Claverley. • Bottles and Boxes are a vital source of income for Compton Care and contribute thousands of pounds every year towards our care services. Our volunteer drivers are an integral part of our team, ensuring that this income continues to support our patients and their families.
<p>Main Duties</p>	<ul style="list-style-type: none"> • To deliver bottles/boxes to new locations as advised by the Community Fundraising Team. • To collect filled bottles/boxes and replace with an empty container as advised by the Community Fundraising Team. • To issue the appropriate paperwork to the recipient and to the Supporter Care Team. • To deliver filled bottles/boxes to the Fundraising Dept in a timely manner and complete appropriate paperwork. • To drop off banners/balloons/etc occasionally for people holding fundraising events.

Desired skills And/or qualifications	<ul style="list-style-type: none"> • You enjoy meeting people. • You have access to a car and hold a full driving licence. • You enjoy driving and are happy to travel to unfamiliar locations. • You are available during the day (generally Monday - Friday)
General information, Training and support.	<ul style="list-style-type: none"> • You will be provided with information and training to carry out the role and you may be asked to attend ongoing training and update sessions. • You should have access to a car and mileage will be reimbursed. • You wear your ID badge when you are representing Compton Care. • You may be asked to deliver items to an area you are unfamiliar with or out-of-hours. You will ALWAYS be given the opportunity to say No if you are not comfortable with the request. • The Community Fundraising Team will endeavour to only ask you to deliver to the area that you have agreed to cover, but we may occasionally ask you to deliver somewhere else (for example if other volunteer drivers are on holiday or unavailable). • Official collection from the rounds takes place twice a year but there are collections/drop offs on an ad hoc basis. • We will arrange for you to spend some time with an experienced volunteer driver for training and support if required or desired.

Staff contact for further information:

Sally Woods or Vicki Wootton.- Community Fundraising Team.