



Volunteer Recycling Coordinator

Responsible to: Community Fundraising Assistant
Location: Home-based (with ½ a day in the Hospice every couple of weeks)
Hours / days: 5 – 10 hours per week

Making a Difference

As a Recycling Coordinator, you will play a crucial role in helping to develop and grow the Hospice's use of recycling as a way to generate much needed funds for the Hospice.

The Hospice currently recycles ink cartridges and mobile phones, however, we are keen to expand this area, and also recycle jewellery, second hand cars, foreign coins, and more! Recycled goods generated over £2,500 last year for the Hospice, but with your help, we are confident that we can raise a lot more!

Your role would be to recruit new companies, schools, and individuals, onto our recycling scheme. The Community Fundraising Assistant will be on hand to offer support and advice where needed.

Key Duties

You will...

- ✿ play a vital role in supporting your local Hospice
- ✿ recruit new companies, schools, and individuals onto the Hospice's recycling scheme
- ✿ explore new recycling avenues for the Hospice
- ✿ help to promote the Hospice's recycling scheme.

Will the role suit me? YES, if you are...

- ✓ Reliable & trustworthy
- ✓ Enthusiastic & cheerful with a positive attitude
- ✓ Good with people and enjoy interacting with the public
- ✓ Able to work on your own initiative
- ✓ Respectful of diversity
- ✓ Passionate about helping families in your local community

What can BSMH offer me as a volunteer?

- ✓ The feel good factor – knowing that you are making a difference and supporting your local community
- ✓ An opportunity to develop new skills and add to your CV
- ✓ Training where relevant – i.e. knowledge about the Hospice

For more information, please contact:
Sarah Barber, Community Fundraising Assistant
sarah.barber@bsmh.org.uk or 0121 472 1191

Birmingham St Mary's Hospice, 176 Raddlebarn Road, Selly Park, Birmingham, B29 7DA

Registered Charity No. 503456



Volunteer Agreement

Here at St Mary's we strive to ensure that Fundraising volunteers have the best possible volunteer experience and that what you do is legal, safe and successful. This agreement is intended to be a guideline highlighting what you can expect from us and also what behaviours and standards we expect of you whilst representing the Hospice.

Our Fundraising team is expected to...

- ✿ provide you with knowledge of the Hospice and where you fit in
- ✿ provide a role description
- ✿ provide you with support and clear lines of communication
- ✿ provide you with the equipment and materials to successfully carry out your role
- ✿ provide you with information regarding location facilities including parking, travel, toilet facilities, refreshment breaks, what to wear etc (where applicable)
- ✿ keep you informed of cancellation and contingency plans (where applicable)
- ✿ conduct a risk assessment and take steps to ensure risks are minimised as far as possible and provide you with sufficient information to be able to assess your own safety and avoid problems
- ✿ brief you on health and safety matters, emergency procedures / first aid
- ✿ insure you whilst carrying out Hospice business
- ✿ issue you with a permit copy, rules and regulations (where necessary) – these must be adhered to at all times
- ✿ provide you with guidelines for carrying money (where applicable)
- ✿ ask for your permission to take your photograph for publicity purposes
- ✿ only keep your personal information for as long as needed and won't share this information without your permission
- ✿ feedback on your success and update you on the total monies raised once counted (where applicable)
- ✿ provide you with an opportunity to feedback on your experience
- ✿ deal with any complaints fairly and promptly
- ✿ provide you with information on future volunteering opportunities
- ✿ thank you and recognise your contribution

Fundraising volunteers are expected to...

- ✿ turn up at the right place at the right time or inform Hospice otherwise
- ✿ adhere to role description recognising limitations and boundaries
- ✿ participate in any briefing or debriefing as required
- ✿ contribute to good teamwork and respect diversity of team members and the general public
- ✿ be courteous and polite when interacting with the public and avoid use of bad language
- ✿ dress appropriately and consider the right clothes for weather conditions (where applicable)
- ✿ avoid use of drugs, alcohol and comply with no smoking regulations whilst 'on duty'
- ✿ comply with guidelines etc to ensure safety of self and others
- ✿ comply with regulations and keep on the right side of the law
- ✿ consider the Hospice's reputation at all times
- ✿ report any hazards, accidents, incidents or complaints
- ✿ complete agreed hours or inform the Hospice if situation changes
- ✿ be honest and trustworthy returning monies collected as soon as possible
- ✿ return any Hospice equipment and materials as required
- ✿ have their say and feedback on their experience
- ✿ have fun!