

Volunteer Collection Can Coordinator

Our mission is to provide information and support for anyone affected by cancer, offering practical ways of enhancing physical, psychological, and emotional wellbeing.

The Mulberry Centre is an award-winning charity which relies heavily on donations from individuals and organisations to support people through their cancer journey from diagnosis, through treatment and then post-discharge. We help them to start rebuilding their lives and promote self-management. We also support carers and family members to deal with these changes and bereaved relatives. We do this by providing counselling, complementary therapies, wellbeing classes, and supporting information, tailored to the needs of our users at, and around, our purpose-built centre in Isleworth. Our services are free of charge, but donations are always welcome.

This role aims to support our Fundraising & Engagement Team by coordinating the location, placement and collection of The Mulberry Centre's cash collection cans in the community, keeping a record of their location, identifying possible new locations, counting the contents and liaising with the Head of Finance & Operations/Finance & Operations Coordinator to ensure the contents are bagged and recorded ready for banking.

Time Commitment – Half a day per week.

Main Duties

- Keeping an up-to-date spreadsheet record of our cash collections cans in the community – including can number, location address/contact details, collection date, contents.
- Calling or visiting locations to check when cans are full or require collection.
- Organising collection and replacement of such cans (including via existing staff/volunteers who are local).
- Counting collected monies (identifying and separating out any rare or foreign coins/notes), recording details and bagging this for banking.
- Any other suitable related tasks and duties that maybe set by the Lead.

Volunteer Specification

- Basic working knowledge of Excel and record keeping skills.
- Good communication skills.
- Ability to organise information, manage and plan ahead to ensure that locations are contacted on a regular rota basis.
- Keeping a record of staff/volunteers who can collect cans on behalf of the Centre.
- Ability to count and bag monies ready for banking.
- Ability to identify and separate out any foreign coins/notes and check out on the internet the worth of any potentially rare coins/notes.
- Local knowledge of Hounslow, Richmond & Ealing advantageous.
- Using initiative to suggest new can locations.



for anyone
affected by cancer

The Mulberry Centre

- Ability to acquire knowledge of what The Mulberry Centre offers to people affected by cancer to share when contacting existing and potential locations.

Support and Training

- You will be provided with an induction covering the objective of the role, the work of The Mulberry Centre, and its procedures and policies relevant for your volunteering role.
- We will do our best to assist your volunteering role with us. This will include evaluation sessions and keeping you updated with all the relevant information on what support The Mulberry Centre offers.
- Expenses are reimbursed for travel incurred to carry out your volunteering duties. The reimbursement of any other 'out of pocket' expenses is subject to prior approval by your Lead.

Next Steps

- All applicants will be asked to complete a Volunteer Application Form and confidentiality agreement and provide two referees.
- Candidates with the appropriate experience/skills for the role for which they have applied will be interviewed by the Lead associated to the role.
- References will be taken up on successful candidates. A DBS will be arranged where necessary.
- All new volunteers will be given role specific induction/training by their Lead and the Volunteer Lead will provide general induction to the Centre, the general handbook and relevant information pertaining to policies and procedures, and will be asked to sign the Volunteer Agreement, confirming their commitment to the Centre.
- Subject to satisfactory references, and completion of documentation an individual may start volunteering and a review will be carried out by their Lead after three months.
- Short-term volunteers providing support on an ad-hoc basis are not required to go through all the recruitment procedures unless they start volunteering on a more regular basis or their hours increase beyond 5 hours a month.

Further information: E-mail: volunteer@themulberrycentre.co.uk

Responsible to: Supporter Engagement Lead