



## COLLECTION ORGANISER VOLUNTEER

### The organisation

Porchlight is a forward thinking and innovative charity, passionate about helping people and communities. We work throughout Kent to help the most vulnerable and isolated people in our communities to access housing and related support services. We help change lives through the following services: Help and Advice; Kent Outreach Service; Young Persons Services; Homelessness Prevention; Supported Accommodation; Community Support and Building Skills. In 2010-11 we supported over 2,300 people to change their lives for the better

### The opportunity

You can help Porchlight change lives by becoming a Collection Organiser, enabling us to raise much needed funds in support of our services and raise awareness of the work of the charity in the community. By getting involved you will have fun, meet new people, develop your skills and make a big difference to the lives of vulnerable and homeless people in Kent!

### Role:

To organise street and store collections in your local area.

Activities include:

- Find, book and confirm collection sites via the local council, supermarket and shopping centres.
- Recruit volunteer collectors
- Organise the collection rota
- Liaise with the volunteer collectors to confirm time and meeting points
- Take delivery of collection stock and materials
- Host the collection on the day
- Ensure that the collection is carried out within the guidelines of best practice in fundraising

**Where:** Kent

**When:** All year round

**Commitment:** Flexible

### What we need from you:

- No experience required
- An understanding of the organisation's aims, values and objectives.
- Enthusiasm and an interest in the area of homelessness and homelessness prevention.
- The ability to represent the charity in a professional and appropriate manner.
- Good organisational skills
- Good numeracy skills
- Attention to detail, neatness and accuracy
- References and a CRB check will be required as part of the application process

### Induction/Training

Appropriate induction and training will be provided to prepare volunteers for their role.