

# HAIBB Job Description

## Collections Co-ordinator

### Role Purpose:

To provide a single point of contact for shopping centres and supermarkets for co-ordinating access for fundraising purposes. To advertise venues and dates to the team, requesting volunteers to participate in the collections.

### Role Focus:

Low effort / high return initiatives such as Tesco, Asda and Morrisons 'in-store' schemes can provide significant income without the need to involve many volunteers in-store.

### Key Responsibilities:

- To be the focal point of all store /shopping centre collection enquiries.
- To approach stores / shopping centres requesting permission to collect
- To be a member of the Fund Raising Committee and to ensure that any initiative fits with the wider fund raising plan, and the requirements of HAIBB
- To plan fund raising events, where possible avoiding clashes with other events

### Key Relationships:

- Fund Raising Manager
- HAIBB Treasurer
- All HAIBB Volunteers
- All Board Members

**Line Manager:** The Fund Raising Manager

**Reporting to:** The Fund Raising Manager

**Role Duration:** Subject to Annual Review

### Capability Profile

Skills	Essential	Desirable
Good Communication Skills, written and verbal	X	
Good self management and organisational skills	X	
Team player	X	
Good with numbers		X