



Sheffield's Hospice

## Volunteer Task Profile Collection Tin Transporter

---

**Volunteer Lead:** Supporter Relations & Fundraising Assistant

**Flexible hours:** To be discussed

**Available to:** Volunteers aged 18+

---

St Luke's is Sheffield's Hospice, with a vision to support and care for everyone affected by terminal illness in Sheffield. We are a community organisation which means that everything we do is focused on helping people in their own communities as well as at our Little Common Lane site and our new, adjoining site on Ecclesall Road South. Our shops are all based in the heart of communities across the city, as are our amazing volunteers and we couldn't do what we do without them.

---

### What does this role involve?

The Fundraising department needs drivers to help us deliver empty collection tins and collect full collection tins in the community & work establishments across Sheffield and the surrounding areas.

Money raised through collection tins greatly impacts on the work of the hospice by contributing vital funds, providing a stable source of income and helping to raise the profile of St Luke's within all communities in Sheffield.

### Tasks

We do require you to assist in:

- You will receive a list of places where tins are to be delivered/collected
- You will visit these places and swap the collection tins relating to the list
- Later the same day you will return all collected tins to the Supporter Relations Team at the hospice and report on any issues/difficulties encountered
- Adhere to the lone worker policy – induction
- Comply with the Highway Code at all times

We do not require you to assist with;

- Transporting amounts over £3000 in line with our insurance policy

### What skills and abilities are needed?

- A full driving licence and access to a vehicle
- Good communication skills
- Good knowledge of the Sheffield area
- Proactive and self-motivated
- Ability to use your own initiative

**When we need you:**

- Initially, around once a week but this may change depending on the demand for collecting tins. We are also able to work around your availability.

**What support will you have?**

- The Supporter Relations & Fundraising Assistant will be your main contact at the hospice and will deal with any queries or issues you may have
  - You will have regular contact and support from the St Luke's Volunteering and Fundraising departments
  - We will provide you with any necessary fundraising materials and collection tins
  - You will have your volunteer badge to show supporters that you are from St Luke's
  - You will have all reasonable and pre-agreed travel and parking expenses reimbursed
- 

**How can we support you?**

- *Give you* the opportunity to meet interesting and diverse people
  - *Encourage you* to give back to the community in a direct and meaningful way
  - *Assist you* to develop a portfolio of skills
  - *Help you* gain valuable experience and knowledge to support job applications
  - *Invite you* to our Volunteer Celebration Events
  - *Support you* with advice and provide references
  - *Provide you* with reasonable travel expenses in line with our Volunteer Policy
- 

**General****Collection Tin Drivers are expected to;**

- Be a minimum of 18 years
- Have a full, clean UK driving license and be willing to agree that DVLA checks can be made by St Luke's
- Have access to and appropriate insurance for their own transport to include business insurance
- Undertake and evidence that the vehicle being driven has a valid MOT and is serviced and checked regularly
- Undertake a Risk Assessment
- Display their identification badge at all times
- Have a current enhanced DBS (generated by St Luke's)
- Abide by the Health & Safety at Work Act.
- Attend relevant training
- Adhere to St Luke's policies and procedures
- Comply with the Hospice no smoking policy
- Participate in and contribute to team meetings (if applicable)
- Co-operate and liaise with departmental colleagues

**Contact Information:**

Francesca Bradshaw; Head of Volunteering  
Email address; [f.bradshaw@hospicesheffield.co.uk](mailto:f.bradshaw@hospicesheffield.co.uk)  
0114 2357548