



## VOLUNTEER ROLE DESCRIPTION:

### London Poppy Day Collector

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#### Why get involved with the Royal British Legion (RBL)?

You don't need to be an RBL member or have links to the Armed Forces community to volunteer with us. You'll be joining the UK's leading Armed Forces charity, the heart of a national network that supports our Armed Forces community through thick and thin – and helping ensure their unique contribution is never forgotten.

#### How will I make a difference as a *London Poppy Day Collector*?

You will help raise vital funds for and raise awareness of RBL by collecting donations from the public at one of the London Poppy Day locations alongside civilian and uniformed personnel from the Royal Navy, British Army, Royal Air Force, military bands, veterans, and supporters.

The importance of London Poppy goes beyond fundraising. It is one of the only opportunities in the year where uniformed personnel can engage directly with civilians. You will be helping to create and strengthen positive associations between the armed forces community and the public.

#### What would I be doing as a *London Poppy Day Collector*?

- Collecting donations from the public using fundraising materials including a collecting bucket/tin and contactless device.
- Representing the RBL at high footfall locations/events.
- Supervising tables and Poppy Appeal merchandise at collection points
- Talking to members of the public to raise awareness of the work of RBL.

#### What skills and experience would I need, or could I develop?

You will be committed to and passionate about the RBL's vision and values and you'll enjoy the challenge of volunteering in a high-profile fundraising role.

- Able to demonstrate politeness, approachability, and enthusiasm for your role.
- Confident communication skills.
- Dedication, reliability, and flexibility.
- Knowledge of relevant fundraising, methods, policies and procedures according to the method and location of collection.
- Keen to learn about the support the RBL offers the Armed Forces community and sharing this knowledge with the public you meet.
- Committed to acting in line with RBL's policies and procedures, including those relating to data protection; confidentiality; safeguarding; health and safety and equality and diversity.

#### What support will be available to me?

- The local Station Commander, a fellow volunteer, will be your main point of contact and support on the day.
- You will have a London Poppy Day Manual to guide you.

**This role is purely voluntary, and this arrangement is not meant to be a legally binding one, or an employment contract**

- Opportunities for further development and/or experience in other RBL volunteer roles
- Please make us aware of any adjustments that you may need particularly accessibility requirements such as rest breaks or access to buildings so that we can ensure we put these in place or allocate you to another role if that is more appropriate.

### What else do I need to know?

<b>Where:</b>	Collections happen at mainline and underground stations, as well as other prominent locations in London.
<b>Time commitment:</b>	Collections are between approximately 0700-1900 with an arrival at least 30 minutes before a shift to allow for briefings. Volunteers need to be available for at least two hours during the day, though there is an option to volunteer for the entire day if preferred. We would greatly appreciate your support in making this event a success.
<b>Training/Resources:</b>	You will be provided with all the information and resources you will need to support collecting. This includes fundraising equipment, collection permit, briefings and guidance.
<b>Expenses:</b>	London Poppy Day volunteers will be provided with a travel pass that grants free travel the day before, the day of and the day after London Poppy Day across the National Rail network, and on the day across the TfL network. A food voucher will also be provided if volunteering all day.
<b>Extra Information:</b>	The minimum age for a London Poppy Day Collector handling money is 18 years old. Younger volunteers are welcome, provided they are supervised by a parent/ guardian or part of youth group with leader supervision and do not collect any money. Please contact us at <a href="mailto:londonpoppyday@britishlegion.org.uk">londonpoppyday@britishlegion.org.uk</a> for more information.

**In order to comply with charity regulations, we reserve the right to carry out additional screening of volunteers if we consider it appropriate to do so.**

### What are the benefits for me?

- The experience of involvement with high-profile fundraising.
- Being part of a committed and friendly team.
- Opportunity to provide support and give confidence to others.
- Gain or maintain skills and experience.
- Make a difference to the Armed Forces community.

### RBL values and behaviours - does the following describe you?

- Passionate about supporting the Armed Forces community and honouring their contribution.
- A desire to provide great support in all that you do.
- Enjoy and thrive in working in teams and with others.
- Committed to being the best you can and to learn and develop new and existing skills.
- Eager to share your knowledge and experience to help others.

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