



VOLUNTEER ROLE DESCRIPTION:

Poppy Appeal Organiser (PAO) and Joint Poppy Appeal Organiser (JPAO)

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 – ensuring their unique contribution is never forgotten.

How will I make a difference as a Poppy Appeal Organiser / Joint Poppy Appeal Organiser?

As an individual, or a representative of a group, club, or business you will coordinate the Poppy Appeal within your local area with the support and guidance of a Community Fundraiser (CFR) or Fundraising Relationship Assistant (FRA). You will make a difference by raising vital funds to help support the Armed Forces community and their families. You'll also help raise awareness, helping people find out more about what the RBL does and how they can support.

What will I be doing as a Volunteer Poppy Appeal Organiser / Joint Poppy Appeal Organiser?

- Attend as required induction and refresher training to help you in your role as a PAO/JPAO.
- Be a point of contact for, publicise, promote and organise the Poppy Appeal in your area supported by your CFR or FRA.
- Promote and fundraise throughout the year by placing 'all year round' collection tins and attending events.
- Develop links within your local community, including with business, youth, and community groups to raise awareness and funds.
- Order (through the Poppy Appeal Organiser Online Ordering Portal), store and distribute poppies and other fundraising items for the appeal.
- Take responsibility for recruiting, supporting, and deploying a network of fellow volunteer Poppy Appeal Collectors to help you.
- Safeguard and accurately account for all monies taken during collections, banking promptly and providing accurate records.
- With the support of the CFR/FRA carry out an annual review of your Poppy Appeal.
- Keep up to date with and implement changes to policies or procedures related to the role.

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

You will be committed to and passionate about RBL's vision and values and enjoy the challenge of volunteering in a community fundraising role.

- Experience in planning and coordinating resources and people.
- Ability to build long lasting relationships with individuals and groups.
- Strong verbal and written communication skills.
- A good level of proficiency in using information technology, including use of email, websites and being able to access and use documents online.
- Excellent time management.
- An ability to volunteer independently but also as part of and when leading a team.
- A commitment to acting in line with RBL policies and procedures, including those relating to data protection; confidentiality; safeguarding; health and safety and equality and diversity.

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

What support will be available to me?

- A designated member of staff to help and support you with your RBL volunteering.
- Induction and further training and regular updates to support your development in the role.
- A Poppy Appeal Organiser Handbook
- A Volunteer Agreement that outlines what you can expect from us and expectations of you.

What else do I need to know?

- Where:** This is usually a homebased role but with a need to travel within your local area for events and fundraising opportunities.
- Time commitment:** It's an all-year round volunteer role, with opportunities to fundraise and raise awareness throughout.
- The busiest period is the annual Poppy Appeal, it takes place over the two weeks leading up to Remembrance Sunday, and that's when it's hoped you can give a regular amount of time both preceding and following it.
- The amount of time will vary dependent on the size of your local area and will be discussed with the CFR during your 'get to know you' interview for the role.
- Contact:** For more information about the role please telephone 0345 845 1945 for your local Community Fundraiser contact details.
- Training/Resources:** Induction training and Poppy Appeal Organiser Handbook.
Regular updates and contact with your designated member of staff.
Access to online system to order Poppy Appeal stock.
- Expenses:** Any out-of-pocket expenses will be reimbursed with supporting receipts subject to terms highlighted in our expenses policy.
- Extra Information:** The minimum age for Poppy Appeal Organiser is 18 years old.
Access to own transport is necessary.
Two* satisfactory references are required.
**If you are already an active RBL volunteer or member, we will require one reference from your RBL contact.*
- In order to comply with charity regulations, we reserve the right to carry out additional screening if we consider it appropriate to do so.**
- Covid – 19:** RBL Covid-19 secure guidance and risk assessments long with Government Guidelines must be implemented/adhered to.

What are the benefits for me?

- The experience of promoting and organising high-profile fundraising in your local area.
- Involvement in recruiting and supporting other volunteers.
- Being part of a committed and friendly team.
- Develop and/or maintain and build 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.
- An encourager, eager to share your knowledge and experience to help others.
- Committed to being the best you can and to learn and develop new and existing skills.

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