



VOLUNTEER ROLE DESCRIPTION:

Deputy Poppy Appeal Organiser (DPAO)

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 Deputy Poppy Appeal Organiser?

You will be assisting your local volunteer Poppy Appeal Organiser to deliver the Poppy Appeal in 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, also help raise awareness, helping people find out more about what the RBL does and how they can support.

What would I be doing as a Deputy Poppy Appeal Organiser (DPAO)?

- Attend as required induction and refresher training to help you in your role as a DPAO.
- Be a point of contact for, publicise, promote, and organise the Poppy Appeal in your area as guided by your Poppy Appeal Organiser (PAO).
- Promote and fundraise funds through all year-round fundraising activities and events.
- Develop links throughout your local community, including with business, youth, and community groups to boost fundraising and awareness.
- Help to recruit, support, and deploy a network of fellow volunteer Poppy Appeal Collectors.
- Safeguard and accurately account for all monies taken during collections, banking promptly and providing accurate records.
- Support your PAO with their annual review of the Poppy Appeal district covered.
- 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 the RBL's vision and values and you'll 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 volunteering as part of a team and under supervision.
- 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?

- Your Poppy Appeal Organiser will provide support and guidance along with your CFR or FRA.
- 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 RBL 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.

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 Deputy Poppy Appeal Organiser is 18 years old.
Access to own transport is necessary.
Two* satisfactory references are required.
**If you are already an RBL Legion 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 along 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.
- Gain or maintain skills and experience.
- Make a difference to the Armed Forces community.

RBL values and behaviours

Does the following describe you?

- 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.
- Passionate about supporting the Armed Forces community and honouring their contribution.

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