



VOLUNTEER ROLE DESCRIPTION:

City Poppy Day Collector

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 City 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 City Poppy Day locations alongside civilian and uniformed personnel from the Royal Navy, Army, Royal Air Force, military bands, veterans, and supporters.

What would I be doing as a Poppy Appeal Collector?

- Collecting donations from the public using fundraising materials and a collecting bucket/tin and contactless devices.
- Representing the RBL at high footfall locations/events.
- Supervising tables and Poppy 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 Legion 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 or Poppy Appeal Organiser, a fellow volunteer, will be your main point of contact and support on the day.
- You will have a Volunteer Handbook or City Delivery Information Manual to guide you.
- You will have a Volunteer Agreement that outlines as what you can expect from the RBL and the RBL's expectations of you.
- Opportunities for further development and/or experience in other RBL volunteer roles

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

What else do I need to know?

Where: Collections happen at mainline stations, underground and local stations and other prominent locations in the following cities:

- Birmingham
- Leeds
- Manchester
- London
- Bristol
- Cardiff

Time commitment: This will vary according to the different City Poppy Days and specific locations. Most collections are between approximately 0700-1900 with an arrival at least 30 minutes before a shift to allow for briefings.

This is flexible role so let us know if you are able to volunteer all day, or during a specific time-period only.

Training/Resources: You will be provided with all the information and resources you will need to support collecting. This includes fundraising equipment, ID cards and briefings and guidance.

Expenses: Reasonable out-of-pocket costs agreed in advance will be reimbursed. City Poppy Day collectors will be provided with travel passes and food vouchers.

Extra Information: The minimum age for Poppy Appeal Collectors is 16 years old, (parental/guardian consent required for under 18s)

Younger collectors may be considered provided they are supervised by a parent/ guardian or part of youth group with leader supervision.

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.

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 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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