



VOLUNTEER ROLE DESCRIPTION:

City Poppy Day Station Commander

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 City Poppy Day Station Commander?

City Poppy Days are one-day street collection involving uniformed personnel from the Royal Navy, British Army, Royal Air Force, as well as veterans, volunteers, and supporters. Collections happen from 7am to 7pm at stations and other prominent locations.

The event is supported significantly by many civilian agencies, emergency services, businesses and influential figureheads and VIPs. The Station Commander supports the recruitment and management of Poppy Appeal collectors and liaises with the Sector Commanders and the Royal British Legion to help with the preparations prior to the day.

On City Poppy Day they have responsibility for the volunteers (including military, cadet and civilian), including briefings, management and welfare support. They also are responsible for the Poppy Appeal stock and the on the day financial accounting

What will I be doing as a City Poppy Station Commander?

- Assisting with the recruitment and deployment of Poppy Appeal collectors (volunteers) in and around your location.
- Liaising with Royal British Legion staff and Sector Commanders preceding Poppy Day, including attending on-site recces to help prepare for stock location and volunteer support.
- Using the City Poppy Day delivery plan to guide you in your role.
- Briefing, supporting, and supervising Poppy Appeal collectors to ensure they understand the expectations of their role and are suitably equipped to deliver it.
- Providing regular updates to the Sector Commander
- Building collaborative and long-lasting relationships with stakeholders in and around the locations where collecting is taking place.

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

- Experience of planning and coordinating both materials and people.
- Knowledge of supporting and leading groups of volunteers.
- Ability to respond to incidents calmly and dynamically.
- Able to build productive relationships with others.
- Clear and concise communication skills through using a variety of methods.
- Confident in use of IT.
- Commitment to acting in line with Legion 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 person to discuss your volunteering with.
- Support from the RBL fundraising team both prior to, on the day and after the City Poppy Day.
- An induction and monthly updates in the run up to the day.
- A City Poppy Day delivery information manual.
- A handbook and agreement that outlines both our expectations of you as well as what you can expect from us.

What else do I need to know?

Where: Various locations.
(Usually based at an underground or rail station)

Time commitment: A regular commitment of time, particularly in the run up to and delivery of City Poppy Day in agreement with the City Poppy Day Lead.

Expenses: On City Poppy Day travel on rail and TfL networks is free, and you will receive a food voucher.
Other reasonable expenses to be agreed in advance.

Extra Information: The minimum age for the Station Commander role is 18 years old
You must be able to give two* satisfactory references
**If you are already a Legion volunteer or member, we will only require one reference, from your Legion 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?

- Play a key part at a major one-day fundraising event.
- Be part of a committed and friendly team
- Volunteer for a large national charity
- Gain skills and experience to build a CV or keep your current skills fresh
- Have a regular annual volunteering opportunity
- Make a difference to the Armed Forces community

RBL values and behaviours' – does the following describe you?

- Have an affinity with our mission to support our Armed Forces community through thick and thin – ensuring their unique contribution is never forgotten.
- A desire to provide great support in all that you do
- Enjoy and thrive in working in teams and with others
- Passionate about supporting the Armed Forces community and honouring their contribution
- Committed to being the best you can and to learn and develop new and existing skills
- An encourager, eager to share your knowledge and experience to help others.

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