



## VOLUNTEER ROLE DESCRIPTION

### London Poppy Day (LPD) 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 – and helping ensure their unique contribution is never forgotten.

#### Why get involved with London Poppy Day (LPD)?

The importance of London Poppy Day goes beyond fundraising. You will be helping to create and strengthen positive associations between the armed forces community and the public. On the day, in collaboration with the Ministry of Defence, we bring together military personnel to collect vital funds for RBL and is one of the only opportunities in the year where uniformed personnel can engage directly with the public.

#### What will I be doing as an LPD 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 London Poppy Day, including attending on-site reces to help prepare for stock location and volunteer support.
- Using the London 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.
- Confident, 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.
- Able to demonstrate patience and understanding.

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

- A designated person to discuss your volunteering with.
- Support from the RBL London Poppy Day team both prior to, on the day and after London Poppy Day.
- An induction and regular updates in the run up to the day.
- A London Poppy Day delivery information manual.
- Prior to the day we will hold a briefing session.

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

- You will be given a copy of the London Poppy Day Manual.
- Support will be available from the Sector Commander and Regional Poppy Appeal Manager London Poppy Day and Partnerships.
- 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?

- 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 London Poppy Day in agreement with the Regional Poppy Appeal Manager London Poppy Day and Partnerships.
- Contact:** London Poppy Day - [londonpoppyday@britishlegion.org.uk](mailto:londonpoppyday@britishlegion.org.uk)
- Expenses:** London Poppy Day volunteers will be provided with a food voucher as well as travel passes that grant 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.  
  
Reasonable out-of-pocket expenses agreed in advance will be reimbursed.
- 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.**

### 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 to build a CV or keep your current skills fresh.
- Make a difference to the Armed Forces community.
- Volunteer for a large national charity.
- Have a regular annual volunteering opportunity.

### 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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