



VOLUNTEER ROLE DESCRIPTION

Poppy Appeal Co-ordinator (PAC)

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 Co-ordinator?

Poppy Appeal Coordinators help coordinate appeals in areas without volunteer Poppy Appeal Organisers.

In this role you will deliver the Poppy Appeal in your local area supported by the Community Fundraiser (CFR) who is on hand to provide guidance. You will make a difference by raising vital funds to help support the Armed Forces Community, whilst also helping to raise awareness about the work of RBL and how people can get involved.

This important role means the Poppy Appeal can take place in your community this year.

What would I be doing as a Poppy Appeal Coordinator (PAC)?

- Co-ordinate the implementation of the Poppy Appeal in your area promoting the appeal to the local community as guided by your Community Fundraiser (CFR)
- Raise funds during the appeal through activities and events
- Help to recruit, support, and deploy a network of fellow volunteer Poppy Appeal Collectors
- Distribute items such as Poppy Appeal boxes, wreaths, and school packs to the local community
- Carry out supermarket collections
- Liaise with CFR to arrange the counting and banking of monies during/after the appeal
- Raise awareness of the role and help to recruit a Poppy Appeal Organiser for the area

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

- Enthusiastic and friendly with a willingness to take on the challenge of being a volunteer in a community fundraising role
- Experience of planning and coordinating people and other resources
- An ability to develop effective relationships with others, both in a group and individually
- Proficient in the use of information technology to confidently use email, the internet and work with documents online and/or documents you have downloaded
- An ability to volunteer both on your own and as part of a team
- A commitment to acting in line with RBL's 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?

- A designated Community Fundraiser will support you in your role
- Induction training with regular updates to support your development in the role
- Appropriate resources such as a Volunteer Agreement that outlines what you can expect from RBL plus the expectations we have of you

What else do I need to know?

Where: There is a need to travel within your local area for events and fundraising in addition to being a home-based role

Time commitment: The busiest period is the annual Poppy Appeal, it takes place in the last two weeks of October and the first two weeks of November, 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 once you have registered your interest in the role

Training/Resources: Induction training
Regular updates
Ongoing contact with your designated Community Fundraiser

Expenses: Reasonable out-of-pocket costs agreed in advance will be reimbursed as detailed in the Poppy Appeal Organiser's Handbook

Additional Information: The minimum age for the role is 18 years old
Own transport is required
You must be able to give two* satisfactory references

*If you are already a RBL volunteer or member, we will only require one reference from your RBL contact.

(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 any current Government Guidelines must be implemented/adhered to.

What are the benefits for me?

- Gain valuable experience 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
- Use existing and/or develop new skills
- The opportunity to 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

This role is purely voluntary. Any arrangement is not meant to be legally binding nor constitute an employment contract.

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