

## JOB DESCRIPTION

### MARY POTTER HOSPICE COLLECTION BOX PROJECT COORDINATOR

<b>Responsible to:</b>	Fundraising, Marketing and Communications team
<b>Date Prepared:</b>	February 2018
<b>Location:</b>	Wellington, Kapiti and Porirua areas
<b>Hours:</b>	It is envisaged that the task will take 2-10 hours per month to be worked at the Collection Box Project Coordinator's convenience.

#### POSITION PURPOSE

As part of general fundraising, Mary Potter Hospice places collection boxes with local businesses, available on the counter for customers to give donations to the Hospice.

The Collection Box Project Coordinator's role will be to manage a team of volunteer Area Coordinators and be responsible for maintaining collection box schedules and reporting. They will be the key contact for the Fundraising, Marketing and Communications team for this fundraising initiative.

Volunteer Area Coordinators are responsible for maintaining contact with the local businesses in their assigned community and are responsible for collecting and replacing boxes on a regular basis (3 monthly), ensuring safe transfer of contents to the Fundraising, Marketing and Communications team in Newtown or to one of our Community bases (Porirua and Kapiti). Area Coordinators will also assist with sourcing new suitable outlets for MPH collection boxes in their area.

#### MAIN TASKS

- Liaise on a regular basis with Area Coordinators.
- Research and approach new shops and business to host collection boxes.
- Manage distribution of collection boxes to Area-Coordinators.
- Be the first point of contact to deal with any problems with the collection boxes (e.g. theft, customer issues) and where appropriate resolve these issues or refer to the Fundraising, Marketing and Communications team.
- Liaise with Fundraising, Marketing and Communications team for administrative requirements - financial reports, records, and schedules.
- Maintain accurate records relating to the collection boxes to ensure that reporting is possible and the integrity of information is reliable and maintained.
- Return full collection boxes to Fundraising, Marketing and Communications team or one of Community Bases.

## **PERSON SPECIFICATION**

The following requirements are sought for this position:

- Ability to build and maintain relationships
- Excellent communication skills
- Excellent organisational skills
- High level of integrity
- Experience in the not-for-profit sector working with volunteers is preferred
- Competent in Microsoft office suite
- Drivers licence and a vehicle are required
- Works within Mary Potter Hospice's policies and procedures
- Has an understanding of the Treaty of Waitangi

### **Health and Safety**

- Adhere to Mary Potter Hospice's health and safety policies and guidelines, including infection control procedures
- Maintain own health and wellbeing
- Be mindful of hazards, and report any new hazards to your supervisor
- Identify and report risks
- Know your emergency exits
- Contribute to ensuring that a safe working environment is maintained at all times
- Participate in mandatory health and safety training as required

## **FUNCTIONAL RELATIONSHIPS**

### **Internal**

- Fundraising, Marketing and Communications Team
- Volunteer Area Coordinators

### **External**

- Local Businesses in Communities

In order to meet the changing needs of Mary Potter Hospice, this job description may change from time to time.

Name:

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Signed:

Date:

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Supervisor:

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Signed:

Date:

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## Job Description Appendix

### **About Mary Potter Hospice**

For over 35 years, Mary Potter Hospice has provided the highest quality specialist palliative care to people whose illnesses are incurable. We support patients and their families to deal with the host of significant and challenging changes.

At Mary Potter Hospice our vision is that people in our communities who need palliative care have access to compassionate and quality care, when and where they need it. To achieve this, we work alongside our many health partners to promote and provide education on quality palliative care and care planning services. We provide high quality specialist palliative care in our In-Patient Unit, in other care facilities and the community. The Hospice assists patients and their families with the quality of their life, their dying and their bereavement.

Our values are based on respect, compassion, dignity, hospitality, and stewardship.

In 2016/17 it will cost approximately \$12 million to run the Hospice. Government contract income currently funds 50% of this with the balance to be raised from the community. Donated goods sold through our retail shops is expected to reach \$2 million (gross).

Mary Potter Hospice is proud to be regarded as one of Wellington's most loved and trusted charities.

**As at January 2017**