

## JOB DESCRIPTION

### ANNUAL APPEAL AREA COORDINATOR

- Responsible to:** Fundraising, Marketing and Communications team, Manager
- Date Prepared:** February 2018
- Location:** Wellington, Kapiti and Porirua areas
- Hours:** Commence mid March - 19<sup>th</sup> May 2018 - approximately 5 hours per week. Street Appeal Days - Friday 18<sup>th</sup> May & Saturday 19<sup>th</sup> May (8 hours on the day you will be coordinating volunteers)

### POSITION PURPOSE

The street collection is one of the major events during the year to raise money to help keep the Mary Potter Hospice services free and to raise awareness of its services.

The Annual Appeal Area Coordinator is responsible for managing volunteer collectors leading up to the collection day and on the day itself.

### MAIN TASKS

#### Prior to Collection Day

- Attend an information evening which will provide you with all the background knowledge about the campaign
- Source volunteers to fill key areas 4 weeks prior to collection - previous information will be provided to you
- Email potential volunteers from database
- Schedule the volunteers accordingly
- Maintain in contact with Senior Fundraiser to ensure rosters are complete
- Advise if you have any VIPs (Councillors, MP's people of importance) collecting on your roster. Maybe able to use as a media opportunity
- A week prior to Collection Day contact volunteers to confirm their roster
- A week prior to Collection Day kits will be dropped off

#### On Collection Day

- Have an understanding of where paid parking, parking exemptions and appropriate permits are required for parking and collecting in areas
- Where applicable set up a stand to provide a central point for collectors to pick up gear and return
- Ensure collectors are clearly branded and remind them of the protocols
- Give collected money to the designated drivers who will take the bucket and the money to the bank

- At the end of the day a designated car and runner will come and pick up all your equipment and money

#### **After the Street Collection**

- MPH will provide you with the total figure of money raised
- Phone or send out a thank you email to all your collectors with the total figure of money raised (an email thank you template will be provided)
- Attend a debrief meeting to discuss what went well and what could be improved

#### **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
- Competency in Microsoft office suite preferred
- Drivers licence and a vehicle preferred
- 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
- Other Volunteers

##### **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**