

Thank you for your interest in becoming a volunteer for OCD-UK. Whatever your motivation - we truly value your contribution - however much time you have to give.

You won't need to be reminded of how important it is that OCD-UK goes from strength-to-strength, and it's a fact of life that funding is the key to helping us to continue achieving our aim of raising awareness and providing support.

One way that we can bring in a steady flow of additional money over the course of a year is through the expansion of our collection box network. This role will involve managing every aspect of the OCD-UK collection box fundraising project, from sending them out to volunteers, checking the volunteer as emptied them every few months and checking what amounts have been banked. Re-sending collection box seals and keeping an updated and accurate log of all box locations, and amounts banked to OCD-UK by each box owner.

Collection boxes are a very valuable asset in the OCD-UK fundraising effort and the importance of this project should not be under estimated.

The main duties and responsibilities are: (training documentation will be provided)

- ◆ To be familiar with the OCD-UK and the services provided and details of membership
- ◆ To liaise with other volunteers about the placement of collection boxes
- ◆ To package and send out collection boxes via Royal Mail
- ◆ To deal with requests as efficiently as possible
- ◆ To log all box placements, and collection dates and amounts
- ◆ To put your welfare and health first
- ◆ Protect the interests of OCD-UK

Requirements: You won't need to be reminded of how important it is that OCD-UK goes from strength-to-strength, and it's a fact of life that funding is the key to helping us to continue achieving our aim of raising awareness and providing support.

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This job description will be kept under review and may be amended from time to time, following consultation with the post holder/s, to reflect changing organisational needs.