Volunteer role description

Branch Box Secretary

The impact you will make
You will enable volunteer RNLI lifeboat crews to save lives at sea by carrying out vital collection box fundraising activity in your local community.

What you will be doing

- Servicing, maintaining and emptying collection boxes on a regular basis and issuing related receipts.
- Recording the amounts raised from individual collecting boxes and passing monies to the treasurer for banking or paying monies into the bank.
- Co-ordinating and recording locations of collecting boxes within the branch area and seeking suitable additional sites for boxes.
- Being a positive ambassador and advocate for the RNLI and helping to drive our One Crew ethos.
- Attending branch meetings.

What do you need for this role?

- Enthusiasm
- Good interpersonal skills
- Confident handling money
- IT, organisational and administration skills

What's in it for you?

- Join an inclusive and diverse organisation
- Have fun, meet new people and join a motivated and enthusiastic team who are making a difference
- Learn skills and gain experience to enhance your CV
- Gain the satisfaction of giving back
- Training to fulfil your volunteer role will be provided and reasonable out of pocket expenses reimbursed

Potential time commitment: Flexible with monthly requirements
Team: Regional Engagement
Volunteer manager: Community Manager/ Branch Chair
Who you'll manage: N/A
Key requirements:

RNLI Values
As one crew, we strive for excellence and are Trustworthy, Courageous, Selfless and Dependable

Safeguarding
The RNLI is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all volunteers to share this commitment and comply with the RNLI Safeguarding Policy and procedures.

Where applicable we will carry out appropriate safeguarding checks (ie DBS, PVG or Garda checks)

Safeguarding level 1: Awareness and understanding of safeguarding policy required upon commencement of role.

We ask all volunteers to comply with the RNLI Volunteer Commitment and Volunteer Code of Conduct, and to be responsible for your own health and safety, and that of others with whom you volunteer by following agreed procedures and guidelines.