



AIR AMBULANCE
NORTHERN IRELAND
— ECG — CHARITY — ECG —

COLLECTION BOX COORDINATOR

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Introduction to Air Ambulance Northern Ireland

The charity Air Ambulance Northern Ireland, in partnership with the Northern Ireland Ambulance Service, provides the Helicopter Emergency Medical Service (HEMS) for Northern Ireland. The service brings urgent medical assistance to anywhere in the province, operating seven days a week for 12 hours per day. It can get to anywhere in Northern Ireland in approximately twenty-five minutes.

The HEMS team attend patients who are seriously ill or injured, bringing emergency pre-hospital care direct to the casualty with the aim of saving lives, brains and limbs. Air Ambulance NI needs to raise £2million each year to maintain this service so public donations are crucial.

Volunteers are the heartbeat of our charity

Quite simply, we could not operate our services and continue to save lives without the support of our volunteers. In return we want to provide our volunteers with a fulfilling and satisfying experience that comes with a range of benefits including new skills, increased confidence, friendships and the opportunity to make a difference to people in need. We are hugely grateful and proud of all our volunteers.

Whether you're joining us to help raise funds, spread the word in your community, or help at events, you will have the satisfaction of knowing that you are helping to save lives, brains and limbs.



Role Description

Collection Box Coordinators play a key role in helping raise income for Air Ambulance NI by placing and managing collection boxes in their local area. Our collection box coordinators are very important volunteers as they work with their local community, representing Air Ambulance NI, and raising vital funds for the charity.

Staff Contact

Volunteer Coordinator

Location

Community based

Minimum Age

18

Is driving essential for the role?

Not essential but access to a means of transport is required

How Often

This role is flexible depending on how many collection boxes you are looking after and how quickly they become full. What's great is that it can be carried out at a time that suits you. It can take from

as little as 3 hours per month to maintain your collection box network, up to ½ a day per week depending on the size of the area you would like to cover. You might expect some additional time commitment at the outset to establish contacts / outlets.



How you can help us

- Be familiar with and understand the work of Air Ambulance NI in general, as well as key messages the charity wishes to communicate
- Approach local businesses and outlets and request permission for placement of AANI collection box(es).
- When going into outlets you should always have your Air Ambulance NI ID.
- Ensure that you record where the collection boxes are and provide AANI with this information.
- When the boxes are full, remove the box but do not open it and provide the outlet with an empty collection box to replace the one being collected.
- Return the full collection box(es) to the AANI Head Office with donation return form as soon as you can.
- AANI will count, thank and receipt the donor and let you know what the total was.
- It is anticipated that boxes will need collected and returned to AANI at regular intervals and as required.
- If the collection box doesn't fill up within 4-6 months remove the box and return to AANI or place elsewhere.
- Multiple collection boxes from the same location should be grouped together so that they are signed into the office and counted together.

What skills or experience do you need?

- Polite, courteous and confident communicating with the public
- Knowledgeable about their local area
- Able commit time to the placement, collection and management of boxes
- Committed to help raise money in the community
- Good administrators – this role requires some paperwork
- Physically able to manage full collection boxes



What we can offer you

- A rewarding role with the satisfaction of knowing you are contributing to a life-saving cause.
- Induction, full training, support and supervision in your role
- An excellent opportunity to build on your skills in a fundraising environment
- Agreed reasonable out-of-pocket expenses
- Invitation to attend our annual Volunteer Recognition Event
- Social opportunities – making new friends and working as part of #TeamAANI
- Opportunity to attend events that may be of interest to you

What we ask of you

- Complete the application form
- Provide names of two referees
- Provide photographic ID
- Accept and sign Air Ambulance NI's volunteer policy
- Keep to all the charity's policies and guidelines
- Complete an induction and any training related to the role

Collection box coordinators will need to provide ID photos and other documents before they can start volunteering.

Air Ambulance NI is committed to safeguarding and promoting the welfare of patients and their families and expects all staff and volunteers to share this commitment. Air Ambulance NI will treat all volunteers fairly and with respect. We will not discriminate on the basis of disability, ethnicity, marital status, pregnancy or maternity, sex (i.e. gender), sexual orientation, religion or faith, or gender reassignment. We will not discriminate on the basis of age, unless the responsibilities of a role require us to do so in order to safeguard our volunteers and/or service users.

For more information or if you have any questions regarding this volunteer role, please contact us on info@airambulancenir.org or on 028 9262 2677.