



THE BIG COLLECTION

TEAM LEADER ROLE DESCRIPTION

WE NEED YOU... on **Friday 13**, and **Saturday 14 February 2015** to organise an amazing fundraising collection at a Tesco store near you between **9.30am** and **6.00pm**.

The British Heart Foundation, Diabetes UK and Tesco have come together to help change the nation's health for the better.

Type 2 diabetes and cardiovascular disease are both serious conditions that can shorten lives. But it doesn't have to be this way. Through our partnership, millions of people could avoid developing Type 2 diabetes and cardiovascular disease, and the all too often devastating effect that these conditions can have.

Join us and help millions of people avoid what can be life-threatening conditions of Type 2 diabetes and cardiovascular disease.

WE'LL GIVE YOU ALL YOU NEED TO SUCCEED... You will:

- Visit your store beforehand to introduce yourself and check any practical arrangements
- Encourage potential volunteers to sign up, e.g. by asking friends and family to join you
- Contact other local people who sign up to do the collection
- Organise your team of collectors to cover the shifts over the two days
- Receive all the collection materials to distribute to collection volunteers on the day
- Encourage your team over the collection weekend to raise money and have fun
- Take responsibility for ensuring that financial processes are followed
- Join in the fun, create a buzz and thank volunteers for their support
- Aim to raise as much money as possible during the weekend
- Present your Tesco store with a poster confirming the total amount raised over the two days

ABOUT YOU:

- You will be available for a few hours a week ahead of the collection and for both days during the collection
- Be the first point of contact for your team
- You are enthusiastic and approachable
- You are able to work as part of a team and motivate others
- You have good organisation and planning skills
- You have good communication and listening skills
- Are willing to commit to supporting the work of the British Heart Foundation and Diabetes UK and representing both charities in a positive way throughout the duration of the collection
- You are willing to adhere to policies and procedures, including data protection

IN RETURN... you will receive:

- A full briefing pack that contains all the key information, guidance and materials you will need for Friday and Saturday
- Regular support from your National Collections Coordinator
- Out of pocket expenses for travel to/from Tesco and refreshments on the day
- The feel good factor from helping to change people's health for the better

To apply, please contact Michelle Parry, National Collections Co-Ordinator, by email tescocollections@bhf.org.uk or call **020 7554 0520** between the hours of 9am – 5pm Monday to Friday.