

Charity number: 1177062

Collection Tin Coordinator

Volunteer Pack



**Leeds
Children's
Charity**

www.leedschildrenscharity.org.uk



About Us



A Bit About Lineham Farm

Set within 120 acres of woodland, fields and open countryside, Lineham Farm is a place where children can breathe, explore and reconnect with nature. Our land, animals and buildings are at the heart of the experiences we offer — and caring for them well is part of our responsibility as custodians of this special place.

We are looking for a hands-on volunteer to work alongside our Estate Manager, helping with the practical day-to-day tasks that keep the farm running smoothly. No two days are the same — you might be feeding animals one moment and helping tidy a woodland path the next.



Our values

- Passionate
- Purposeful
- Transparent
- Connected
- Engaged
- Compassionate

Role Information



Purpose of the Role

To manage and oversee the distribution, tracking, and collection of charity donation tins across various locations, ensuring funds are securely handled and accurately recorded.

What You'll Be Doing

Placing collection tins

- Approach local shops, cafés, pubs, and offices to ask if they'll host a donation tin.

Maintaining relationships

- Keep in touch with participating businesses and thank them for their support.

Collecting and replacing tins

- Regularly visit locations to collect full tins and swap in empty ones.

Counting and recording donations

- Either count funds yourself (following charity procedures) or deliver them securely to the charity.

Tracking locations

- Keep a simple record of where tins are placed and when they were last collected.

Role Information

Who This Role Is Perfect For

- A friendly and approachable person.
- Enjoys being organised and reliable.
- Confident chatting with people in person or on the phone.
- Comfortable with basic admin tasks.
- Respectful of safeguarding and confidentiality.
- Supports our values and mission.

What You Can Expect

In line with our volunteer handbook, you will receive:

- A warm welcome and structured induction.
- Clear guidance on your role and safe working.
- Ongoing support from the team.
- Opportunities to learn practical skills.
- A chance to be part of a supportive community contributing to a shared purpose.

Location

Community-based (local area, with some remote/online activity)

Access to a car is required

Time Commitment

- Flexible
- around 2 - 5 hours per month



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Why Volunteer Here

Enrich Young Lives

You will be helping at a Charity that provides life-enhancing experiences for children who need them most.

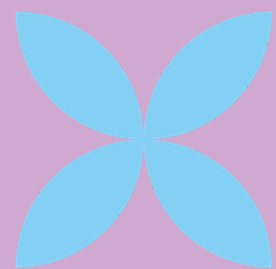
Putting Children First

We are committed to safeguarding and promoting the welfare of children. Volunteers will be asked to follow our safeguarding procedures and complete appropriate checks, including a DBS check where required.

Protecting Nature Together

As a charity we see ourselves as long-term stewards of the land at Lineham Farm. Volunteers play an important role in helping us care for woodland, support biodiversity and maintain green spaces so they remain healthy and welcoming for future generations.

Through everyday tasks — from maintaining paths to caring for habitats — you will be contributing to the protection and sustainability of this special environment.



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We'd love to hear from you!

**Together, we can ensure every child
in Leeds reaches their full potential.
Ready to make a difference?**

Click here to apply today:

www.leedschildrenscharity.org.uk



Leeds Children's Charity
Lineham Farm
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