



Registered Charity No. 1105914

sidmouthlifeboat.org.uk

Registered address
The Lifeboat Station, The Esplanade
Sidmouth EX10 8BE
01395 514903

Patron: Judy Spiers

Volunteering for Sidmouth Lifeboat – Support Team Counters

Thank you for your interest in volunteering for Sidmouth Lifeboat. Please find overleaf the job description of the role of Support Team Counter and an application form for you to complete.

If you have any questions, please do not hesitate to contact me.

Once completed please return the form to me and I will contact you to discuss your application and arrange a suitable time for a meeting at the Boathouse.

Thank you once again for your interest and I look forward to receiving your application.

Kind Regards

Naomi Cook
Treasurer
07394 268693
treasurer@sidmouthlifeboat.org.uk

Volunteer Support Team -counter

Our charity receives cash income into the boathouse from our sales and donations throughout the week. this income requires counting and banking each week.
This is not a public facing role.

The team and work pattern

We currently have a team of four counters who work on a rota basis. The rota is agreed 3 months ahead and can be flexible to work around other commitments. Average 1 shift every 2-3 weeks. Counting must be carried out by two unrelated people.

Role description

Two counters complete a once-a-week count, which takes an average 1-1.5 hours, dependant on volume of income.

Counting is done using a simple counting machine, and sometimes some manual count checking is required.

One counter completes the data spreadsheet to accurately record the income, whilst one counter operates the machine and bags up the cash. We have vacancies for either of these roles.

Skill requirements

Attention to detail

Methodical

Work well in a pair

IT spreadsheet knowledge (optional)

Responsibilities:

Handling and counting the cash received

Record data on spreadsheet

Complete necessary paperwork

Bank the cash once count completed

What we will provide:

- Uniform
- Full training given, including shadow shift.



Volunteer application to join the
Sidmouth Lifeboat Support Team Counter

PERSONAL DETAILS (Please complete using block capitals and black ink)			
Surname		Forename	
Address			
Postcode		Date of birth	
Home No.			
Mobile No.			
Email address			

Please tell us your skills, interests, and a little about yourself and family

What do you think you can contribute to Sidmouth Lifeboat?

References Someone who is not a relative but has known you for at least the last 2 years			
Name		Name	
Job Title		Job Title	
Organisation		Organisation	
Address		Address	
Postcode		Postcode	
Tel No		Tel No	
Email address		Email Address	
<p>I agree the information I have given is correct to the best of my knowledge.</p> <p>Signed _____ Date _____</p> <p>PLEASE NOTE: All information received will be dealt with in confidence and compliant with GDPR regulations</p>			

To be completed with Sidmouth Lifeboat staff during interview and induction		
		Signed
ID checked (2 forms)	1 photo ID - Passport or driving license 1 ID with current address – Driving license or current bill	
References obtained and satisfactory		
Induction Check sheet	Safety brief	
	Fire and Security	
	Handbook and Policies	
	Organisation overview	
	Membership and ID badge	
	Uniform - size	
Emergency Contact – This will be stored securely, only be used in case of emergency and only by a Trustee		
Name		
Number		

Name of Volunteer:	
Signature of agreement:	Date: