



Community Fundraising & Events Volunteer

REPORTS TO: Jill Hancock, Business Development Manager

PURPOSE: Richmond Borough Mind plans to extend its community fundraising activities and build stronger local partnerships to help raise awareness of our charity and to raise money. This is an exciting role for someone ideally with fundraising experience or a marketing/communications background who wants to gain fundraising experience in the charity sector.

HOURS: Flexible - to be agreed with the volunteer manager.

BASED AT: Combination of home and office based tasks (at RB Mind, UK House, Heath Road, Twickenham). Plus events around the borough of Richmond

DUTIES CAN INCLUDE:

- Liaising with the Business Development Manager, Communications and Events Officer and Volunteer Manager on the events schedule and input with planning and prioritising events
- Gathering information such as dates, times, locations and practical information about events
- Attending varied events – these can include stalls at summer fairs, fundraising evenings such as quiz nights collections, family all-day events and mental health awareness (MHA) events such as MHA week, World MH Day, Time to Talk day.
- Liaising with RB Mind events volunteers and booking those available to help with events
- Assisting with the running of events, including setting up and packing away
- Helping to maximize fundraising efforts for the event. Collecting cash donations and payments made for refreshments / raffle tickets / games
- Raising awareness of RB Mind by talking to members of the public, telling them about our services, how to get involved as a supporter and answering questions where possible

SKILLS / ATTRIBUTES & ABILITIES REQUIRED:

- Some previous experience of fundraising or events is an advantage
- Good interpersonal skills, you will be friendly, enthusiastic and professional
- Good communication skills both verbally and in writing
- Comfortable talking to members of the public
- Happy to work outside and occasionally on your feet
- Positive can do attitude, ability to perform tasks independently
- Reliable and dependable with good time management skills

WHAT WE OFFER:

- The opportunity to learn more about the voluntary sector and to gain valuable experience
- Lunch and Travel expenses in line with our Volunteers' Expenses Policy

If you are interested in applying, please email volunteering@rbmind.org