

Events & Fundraising Volunteer Role Description

Would you like to join the fight for better mental health? We're looking for volunteers to help us raise awareness of our work and reduce stigma around mental health. Your role can be flexible depending on your skills, experience and interests.

PURPOSE:

To support Richmond Borough Mind (RB Mind) in attending and organising community events and with fundraising activities to support the sustainability and growth of our services. This role involves liaising with the team at RB Mind and externally with event organisers, community figures and members of the public.

REPORTS TO: Business Development Manager

HOURS: Flexible, to be agreed with the Business Development Manager

LOCATION:

Combination of home and at our office in central Twickenham and/or events around the borough of Richmond.

DUTIES:

Volunteers are not expected to take on all the responsibilities below, just those most appropriate or suited to them, which may include:

- Contributing ideas towards our events and fundraising plans
- Playing a role in planning and organising initiatives and events
- Researching new relationship prospects such as local businesses, rotaries and community groups completing a dossier on findings and key facts
- Contacting potential supporters regarding collaborations, auction or raffle contributions and other forms of support
- Promoting planned activity with local media or social media, which could include content creation
- Helping to develop fundraising materials
- Promoting attendance at events by distributing flyers in your neighbourhood
- Gathering info about events across the borough i.e dates, times, locations
- Representing RB Mind at events – which could vary from stalls at summer fairs, fundraising evenings like quiz nights, family events and mental health awareness (MHA) events, i.e. MHA week, World MH Day, Time to Talk Day,
- Liaising with other RB Mind volunteers and booking those available to help

- Practically assisting with the running of events, including setting up and packing away, meet and greet, serving refreshments, registration, ticket sales, backstage operations, security, first aid, or as part of a cheering squad
- Taking photographs at events and obtaining consent to use permissions
- Helping to maximize fundraising efforts at events, collecting cash or card donations and payments 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
- Taking details of potential new users of services, volunteers or collaborators in line with data protection and GDPR
- Organising your own events such as quiz nights or bake sales

SKILLS / ATTRIBUTES & ABILITIES REQUIRED:

Along with great communication and interpersonal skills, we ask that you have:

- A non-judgmental attitude towards people with lived experience of mental ill health
- Enthusiasm about helping at events and willing to work as part of a team
- Commitment to activities you sign up for, which will be on an ad hoc basis
- Reliable and dependable with good time management skills
- Comfortable talking to members of the public
- Happy to work outside and occasionally on your feet
- Positive can-do attitude and ability to perform tasks independently

If you have specific skills that you think might be useful, such as event management, social media campaigns, face painting/hair braiding, using walkie-talkies, card payment machines or leading teams or groups, please let us know when you apply.

WE OFFER:

- Travel and lunch expenses plus a working from home allowance in line with RB Mind's policies
- Experience of working in the charity sector
- Induction with on-going support and training
- References (after completion of 3 months volunteering with us)

If you are interested in applying or would like further information on volunteering with us, please email our Volunteering Team volunteering@rbmind.org or call 07849 090 901

Thank you for your interest in Richmond Borough Mind