



Champion Role Specification

Role Title: Drive & Smile Champion (volunteer role)

Department: Fundraising

Date: June 2024

Role Summary:

Suffolk Mind's mission is to make Suffolk the best place in the world to talk about and take care of mental health. By supporting our fundraising, you can help make a difference to the mental health care right here in the county.

This is an exciting opportunity to support our charity using your enthusiasm and free time – with your support we can achieve so much more and raise vital funds to keep the services of Suffolk Mind running.

We need your help to keep on top of all our collection pots and resources which are distributed across Suffolk. The Driving & Smile Champions will help us pick up collection pots, Suffolk Mind resources (such as banners, buckets etc) and deliver materials where they are needed. Ideal for friendly and outgoing people, who have the ability to travel to meet donors and supporters with a smile and a heartfelt thank you.

Main Duties and Responsibilities:

- Drive to locations within Suffolk to pick up Suffolk Mind Collection Pots/buckets and return them to a Suffolk Mind office in Bury St Edmunds or Felixstowe
- Drop off/collect materials from fundraisers or partners who may be holding an event or fundraiser for Suffolk Mind.
- Be comfortable talking about Suffolk Mind when you are out and about – it is important to understand the boundaries around 'advice' and to be able to articulate clearly that you are a volunteer for our organisation, and to signpost anyone seeking advice or information to the right team member or literature/0300 information line. You will be given full training in how to do this.
- Wear an identifying volunteer badge to show you are a champion for Suffolk Mind, you will also be given a Suffolk Mind notebook and pen.
- Attend Suffolk Mind training to help you signpost to the right support.
- Keep an eye on what's going on in the community, let us know of new opportunities, events or places that might hold a collection pot for us.

What we offer:

- Experience working with a professional organisation in a passionate and friendly team
- The opportunity to make a real contribution to our work
- Training and support from the fundraising team
- References for future employers

Skills:

- Driving licence and use of a car
- Lots of enthusiasm
- Smart appearance
- Polite manner
- Good verbal communication skills
- Reliable and committed
- Ability to work in a team
- Initiative

Where & When:

- Locations across Suffolk which will be pre-agreed with you (you are welcome to specify a preference for East or West Suffolk)

Enquiries to: fundraising@suffolkmind.org.uk