



## Champion Role Specification

**Role Title:** Events & Thank You 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 at events – 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 represent Suffolk Mind at evening and weekend events. Attending events can be inspiring and is a very varied role; ideal for warm and friendly people, ready to greet willing donors with a smile and a heartfelt thank you. A cheerful face, a friendly “hello” as people pass, and a willingness to chat when people approach is important.

### **Main Duties and Responsibilities:**

- Attend community events in Suffolk that are raising awareness or funds for Suffolk Mind – liaising with the fundraising team in the run up to the event
- Share information and talk about Suffolk Mind to those attending – 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.
- Hold a collection bucket if needed at the event
- Work with other volunteers and members of staff who may also be present but at times you may be the main point of contact at the event representing the charity
- If required attend the subsequent “Cheque Presentation” event to receive the funds raised from the main community event
- 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 the offer of 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 and events where we can have a stand or presence



**What we offer:**

- Experience working with a professional organisation in a passion 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:**

- 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](mailto:fundraising@suffolkmind.org.uk)