



Champion Role Specification

Role Title: Spread the Word 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 spread the word about Suffolk Mind. We are looking for champions to share our Suffolk Mind social media graphics and posts, deliver flyers in your local area and help put up posters. Ideal for anyone who is confident working online sharing information on social media platforms and who fancies walking around their area to distribute information. Both these tasks can be fitted into your free time when it is convenient.

Main Duties and Responsibilities:

- Share Suffolk Mind social media posts and graphics to spread the word and improve awareness of the work of the charity.
- Drop off flyers in your local area, this may be a house to house drop or leaving flyers in local businesses such as coffee shops or libraries.
- 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 and events where we can get involved.

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:

- Comms or marketing experience (desirable not essential)
- Good verbal and written communication skills
- Lots of enthusiasm
- Polite manner
- 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