

EVENTS AND FUNDRAISING VOLUNTEER

Role Description

Trust Links is an organisation committed to the safeguarding and promoting the welfare of children and vulnerable adults and expects all staff, Trustees and volunteers to share this commitment.

Trust Links aims to create a culture that respects and values each others' differences, that promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential.

Hours required:

This is a flexible role and can be taken on ad-hoc once registered as a volunteer with Trust Links.

4 to 6 hour shifts on the day depending on the task, weekends and week days

Location:

All Trust Links sites and other venues in the Southend and surrounding area

Reports to:

Events Coordinator and Trust Links Staff

PURPOSE OF THE ROLE:

Events and fundraising volunteering is a very versatile and flexible role and can be suitable for anybody who has a few hours to spare as and when.

This volunteer position offers a great opportunity to gain experience of events, fundraising and community engagement in a local charity for mental health and wellbeing. Volunteers can get involved with many aspects of our fundraising campaigns and local community events.

The Volunteer will be required to:

- Provide practical support at events held at Trust Links sites or external sites as agreed
- Promote Trust Links and its associated projects to the public
- Volunteering for one of the many roles we need to help run our events

- Tasks vary and can be any of the following. Preparing for the event and securing prizes, baking, driving the minibus, helping to set up, packing down, manning a stall, collection tins, kitchen help and many more.
- This is an ad-hoc role suitable for anybody who has a few hours to spare on weekends and weekdays, as and when.

MAIN DUTIES AND RESPONSIBILITIES OF THE ROLE:

- Support Trust Links with events such as open days, fundraisers and community events as agreed
- Develop a good knowledge of the services offered by Trust Links and promote Trust Links and its projects to members of the public in a positive way
- Supporting other volunteers and staff in the garden, or in the kitchen, as required, at open days or community events
- Provide support and direction as required, feeding back to staff relevant information relating to members
- Take part in appropriate training and development activities
- Maintain confidentiality
- Raise any issues affecting members with appropriate staff member
- Feedback to staff relevant information relating to members' progress and independence
- Highlight opportunities for the promotion and improvement of Trust Links and its projects to staff
- Ensure Health and Safety regulations are adhered to in line with Trust Links Health and Safety policy
- Ensure Safeguarding requirements are met in line with Trust Links Safeguarding policy and escalate concerns about the wellbeing of service users to appropriate staff members

Volunteers will need

- Excellent communication and people skills
- Practical skills and basic math
- Empathy and listening skills
- Willingness and commitment to undertake further training and development
- Commitment
- Tact
- Responsiveness
- Realism
- Honesty
- Enthusiasm
- Team Work