

## **Dorset Mind**

### **Fundraising & Events Team Leader Volunteer Role Description**

<b>Title:</b>	<b>Fundraising and Events Team Leader Volunteer</b>
<b>Responsible to:</b>	<b>Fundraising &amp; Events Coordinator / Fundraising and Marketing Manager</b>
<b>Time commitment requested:</b>	<b>Varied and likely to involve some weekend &amp; evening work</b>
<b>Location:</b>	<b>Various locations</b>
<b>DBS check:</b>	<b>Not required for this role</b>

#### **Main Purpose**

At specific events, coordinating the work of the Fundraising and Events volunteers and letting people know about the work of Dorset Mind, including: support services, training, education and volunteering opportunities.

#### **Key Responsibilities**

- Work as part of the Fundraising & Events team to promote the work and profile of Dorset Mind
- Coordinate the work of the Fundraising and Events volunteers at specific events
- Talk knowledgeably about Dorset Mind and mental health to anyone visiting Dorset Mind supported events
- Be the key contact for Dorset Mind at an event eg speaking with a Mayor/Mayoress about the work of Dorset Mind
- Signpost enquiries where possible, eg questions about mental health problems
- Collect donations via charity buckets or tins at Dorset Mind supported events
- Distribute informative leaflets at events
- Assist in setting-up and returning Dorset Mind displays and banners
- Be responsible for any Dorset Mind assets at an event eg charity collection tins, displays and banners
- Evaluate the success of each event attended by reporting back to the Fundraising and Events Coordinator or Fundraising and Marketing Manager

#### **What you can expect of us**

- Dorset Mind induction – 1 day
- Ongoing support from a knowledgeable and supportive Fundraising & Events team. The majority of our work is delivered by volunteers so we know how important it is to treat our volunteers well, value them and have fun along the way
- Reasonable expenses reimbursed

## PERSON SPECIFICATION

<b>KNOWLEDGE</b>	
Familiar with the aims, objectives and values of Dorset Mind	Essential
Familiar with the work of Dorset Mind including: support services, training, education and volunteering opportunities	Essential
Familiar with and ability to adhere to Dorset Mind policies, particularly those relating to confidentiality, data protection and health & safety	Essential
<b>SKILLS</b>	
Good interpersonal skills and approachable	Essential
Ability to assess and report on the success of an event	Essential
<b>EXPERIENCE</b>	
Experience / understanding of mental health issues, particularly how to seek help (this will be covered in the Dorset Mind Induction training)	Essential
Experience of managing people	Desirable
<b>PERSONAL CHARACTERISTICS AND VALUES</b>	
Responsible, reliable and punctual	Essential
Trustworthy	Essential