

## **Dorset Mind**

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

<b>Title:</b>	<b>Fundraising and Events Volunteer</b>
<b>Responsible to:</b>	<b>Fundraising &amp; Events Team Leader / 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, 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
- Talk knowledgeably about Dorset Mind and mental health to anyone visiting Dorset Mind supported events
- Collect donations via charity buckets or tins at Dorset Mind supported events
- Distribute information 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

#### **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
<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
<b>PERSONAL CHARACTERISTICS AND VALUES</b>	
Responsible, reliable and punctual	Essential
Trustworthy	Essential