Volunteer Role Description

|  |  |
| --- | --- |
| ROLE TITLE | Events Support Volunteer |
| HOURS | Flexible, potentially including some evening and weekend work |
| LOCATION | Various locations around the region  |
| REPORTING TO | Engagement and Development Lead |

|  |  |
| --- | --- |
| ROLE PURPOSE | To support the smooth running of internal and external events, acting as an ambassador for LLR Mind, promoting our organisation and services to stakeholders.  |

|  |
| --- |
| KEY RESPONSIBILITIES |
| * Liaise with the Marketing and Fundraising Officer and Event organisers to prepare for the event.
* Prepare for events by collecting, transporting (where possible) and setting up equipment.
* Engage positively with a wide range of people sharing information about LLR Mind and its services.
* Provide mental health information and support to individuals as necessary.
* Handle cash and card payments and donations in line with LLR Mind’s financial procedures.
* Help maintain health and safety standards and confidentiality.
* Assist with other duties as necessary, potentially including serving food and drinks, delivering activities, and directing attendees.
* Pack up and return equipment when the event is completed.
 |

|  |  |
| --- | --- |
| **ROLE REQUIREMENTS** | **Essential / Desirable** |
| EXPERIENCE* Direct or indirect experience of mental health problems
 | D |
| SKILLS AND ABILITIES* Excellent English communication skills
* Ability to speak other languages used in Leicester, Leicestershire, and Rutland
* Ability to follow verbal and written instructions
 | EDE |
| ATTITUDES* Self-motivated and able to work independently
 | E |
| GENERAL* Able to travel to venues across Leicester, Leicestershire and Rutland
* Able to work evenings and weekends by prior agreement
 | ED |