Volunteer Role Description

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| 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 |

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| 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. |

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| 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. |

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| **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 | E  D  E |
| 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 | E  D |