

## Events & Fundraising Volunteer Role Description

At Richmond Borough Mind, we're on a mission to raise awareness of our work and reduce stigma around mental health. Through dynamic events and impactful fundraising, we strive to make a significant difference in our community. Join us in our exciting journey as one of the Mayor of Richmond's chosen charities for May 2024 to May 2025!

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| <b>PURPOSE:</b>    | Are you passionate about making a difference and love planning events? We're looking for energetic and creative volunteers to join our events and fundraising team. As an Events and Fundraiser Volunteer, you'll be at the heart of our most exciting initiatives, helping to plan, promote, and execute unforgettable events that raise essential funds to support the sustainability and growth of our services. Your role can be flexible depending on your skills, experience and interests. |
| <b>REPORTS TO:</b> | Business Development Manager  |
| <b>HOURS:</b>      | Flexible, to be agreed with the Business Development Manager  |
| <b>LOCATION:</b>   | Combination of home and at our office in central Twickenham and/or events around the borough of Richmond.   |

### Duties:

Volunteers are not expected to take on all the responsibilities below, just those most appropriate or suited to them, which may include:

- Brainstorming and developing innovative event ideas that engage the community and highlight our mission.
- Assisting in organising Richmond Borough Mind (RB Mind) events including charity dinners, fun runs, quizzes, and virtual fundraisers, as well as supporting the Mayor of Richmond's fundraising events.
- Researching new relationship prospects such as local businesses, rotaries and community groups, completing a dossier on findings and key facts
- Contacting potential supporters regarding collaborations, auction or raffle contributions and other forms of support
- Helping to develop eye-catching fundraising materials such as posters, flyers and social media content
- Promoting planned activity with local and social media, creating a buzz around our events
- Promoting attendance at events by distributing flyers in your neighbourhood

- Gathering info about events across the borough i.e. dates, times, locations
- Representing RB Mind at events – which could vary from stalls at summer fairs, fundraising evenings like quiz nights, family events and mental health awareness (MHA) events, i.e. MHA week, World MH Day, Time to Talk Day,
- Liaising with other RB Mind volunteers and booking those available to help
- Practically assisting with the running of events, including setting up and packing away, meet and greet, serving refreshments, registration, ticket sales, backstage operations, security, first aid, or as part of a cheering squad and assist with post-event wrap-up, including evaluations, thank-you notes and reporting.
- Taking photographs at events and obtaining consent to use permissions
- Helping to maximize fundraising efforts at events, collecting cash or card donations and payments for refreshments / raffle tickets / games
- Raising awareness of RB Mind by talking to members of the public, telling them about our services, how to get involved as a supporter and answering questions where possible
- Taking details of potential new users of services, volunteers or collaborators in line with data protection and GDPR
- Organising your own events such as quiz nights or bake sales

### **Skills, Attributes & Abilities Required:**

Along with great communication and interpersonal skills, we ask that you have:

- A non-judgmental attitude towards people with lived experience of mental ill health
- Passion and enthusiasm for event planning and fundraising and willing to work as part of a team
- Commitment to activities you sign up for, which will be on an ad hoc basis
- Reliable and dependable with good time management skills
- Comfortable talking to members of the public
- Happy to work outside and occasionally on your feet
- Positive can-do attitude and ability to perform tasks independently

If you have specific skills that you think might be useful, such as event management, social media campaigns, face painting/hair braiding, using walkie-talkies, card payment machines or leading teams or groups, please let us know when you apply.

### **Benefits**

- Skills Development: gain hands-on experience in event planning, marketing, and nonprofit fundraising.
- Travel & lunch expenses plus a volunteering from home allowance in line with RB Mind's policies
- Induction with on-going support and training
- References from us for future roles (after completion of 3 months volunteering with us)

If you are interested in applying or would like further information on volunteering with us, please email our Volunteering Team [volunteering@rbmind.org](mailto:volunteering@rbmind.org) click on the QR code or call 07849 090901

Thank you for your interest in Richmond Borough Mind

