

## Role Description: Events Fundraising Volunteer

**Responsible to:** Fundraising Manager

**Time commitment:** TBC

**Location:** Various locations across Hertfordshire

### Who we are:

Hertfordshire Mind Network is a mental health organisation that promotes mental wellbeing and provides a diverse range of recovery orientated services to residents across Hertfordshire. We are the largest mental health provider in the county and provide support to over 5000 clients every year. Fundraising is a hugely important part of our work; without it we wouldn't be able to provide our services.

### Purpose of role:

We are looking for enthusiastic, friendly and community minded volunteers to help support promotional events throughout Hertfordshire.

### Main tasks:

- Research fundraising and promotional events in the local area and keep Fundraising & Engagement Manager informed when events are taking place and how we can get a stall.
- To work closely with the HMN Marketing Team to ensure we have sufficient materials for events.
- Represent Hertfordshire Mind Network at fundraising and promotional events.
- Speak with members of the public about the work that we do and the services that we offer across the county (full training provided).

### What we are looking for:

- An individual who is enthusiastic and willing to learn about the work of Hertfordshire Mind Network
- A good knowledge of your local area
- Able to communicate in a confident manner to a range of different groups.
- Able to commit to the agreed hours and provide reliable support.

### What we can offer you:

- The opportunity to gain experience of working as part of a busy team and experience of organising and taking part in events.
- Full induction and on-going training, for example on fundraising best practice.
- On-going support and supervision in your role.
- Experience of working in the charity sector.
- The opportunity to learn new skills.

- Reimbursement of out of office expenses incurred while carrying out activities for Hertfordshire Mind Network for example travel, lunch etc.
- Hertfordshire Mind Network's commitment to a Health and Safety and Equal Opportunities Policy.

## **Next steps:**

If you are interested, please complete our application form <http://www.hertfordshiremind.org/join-us/volunteering/> or contact the Marketing & Fundraising Team on **0203 727 3600**