

## Fundraising Volunteer

### Volunteer Role Profile

Our Fundraising team are looking to take on volunteers to support their work. This role involves a mix of administrative and creative work, as well as opportunities to work with the public.

### What's involved:

- Attending fundraising events such as fetes, managing public interactions and festive workshops.
- Recording collection data (counting & recording cash using an automated counter).
- Wearing WS Mind t-shirts or potentially fancy dress (if willing) for festive events.
- Handing out WS Mind leaflets and booklets

### Days, times & locations required

- Volunteer(s) will be invited to attend fundraising events outside of office hours (mostly at weekends and occasional evenings). As much notice as possible will be given, typically 4 weeks or more. Volunteer(s) are not expected to attend all events but should be willing to attend when able. Transport will be arranged where possible and travel expenses will always be covered, in line with our Volunteer Expenses Policy.
- Some tasks can be completed remotely, if the volunteer has access to the internet.
- Typically no more than 4 hours per working week.

### What we ask for:

Essential and desired skills and experience for the role:

- Strong written & spoken communication skills; confidence with English is essential, but knowledge of other languages is welcome
- Good organisation & time management skills
- Understanding or lived experience of mental health needs, desirable but not essential
- That you are practical, considerate of others, empathetic and patient
- Confident with talking to members of the public and occasionally guiding them with activities involved in the fundraising event, e.g. games at fetes.

## How we help our volunteers and benefits

- During the recruitment process volunteers are given access to our e-learning platform and assigned a few essential courses to prepare them for volunteering; this is then followed by a Volunteer Induction that aims to bring the e-learning to life
- You will meet new people, have the opportunity to learn new skills and take part in regular in-house training
- We will reimburse pre-agreed expenses in line with West Sussex Mind's policy
- We will check-in regularly to ensure you are enjoying your volunteering role through 1-2-1s, volunteer meetings, social and learning networking days
- Access to large-scale public events i.e. Worthing Pride, Mental Elf

## Our Values

- We are equitable
- We are open
- We work together
- We are curious
- We are unstoppable
- We strive for excellence

## Volunteer Recruitment Process

For selected applicants there will be an interview with the Service/Project Managers

If successful, 2 references will be requested as part of the recruitment checks and 7 essential e-learning modules (totalling 4.5 hrs) will be required to be completed before starting in the volunteer role.

**Depending on the tasks, we may need to complete a Disclosure and Barring Service check.**

Support will be available for any technical, language or literary support required.

For more information, please email [volunteering@westsussexmind.org](mailto:volunteering@westsussexmind.org)