

We are looking for an Events Volunteer

Our vision is to help children and young people with their mental well-being and resilience, so they have the best possible chances to be the strong, resilient, independent and thriving adults that they and our society deserves. We provide counselling support, for all children and young people who would not normally have access to the help they need.

We are a very small charity who are looking to grow our current service offering and are looking for an Events volunteer to help provide support to the trustees and liaise with other relevant people in order to contribute to raising funds for The Matthew Hackney Foundation charity.

The role may be subject to receiving satisfactory references and may require a DBS check.

This is a new role, and although we will not ask for any specific time commitment on a weekly basis, there will be the need to carry out some of this role on a regular basis. You will help our trustees setting up and running local fundraising events and activities to support the work of our charity. Some of this role may be carried out at evenings and weekends. Pre-arranged travel expenses may be reimbursed in accordance with our policies.

You will need access to a laptop/desktop computer and knowledge of word, excel and outlook in order to carry out your volunteering responsibilities.

Volunteer Role Description

The description of the tasks that may be carried out in role would include; supporting our founder/trustees at our fundraising events throughout the year; help source raffle prizes for events where necessary; Assist with general event planning and at events where relevant; Help promote events through appropriate channels; Organise and prepare for events in advance, set up display materials/prizes, ensure high quality presentation at all times, advocate for the charity's work with members of the public, some carrying/lifting of items may be necessary depending on physical ability.

Once fully trained and if confident, we may ask you to run your own fundraising events. For example; cake sales, gigs, craft fairs, sponsored walks, swap shops etc. We will help you with planning and provide support with health and safety and legal requirements.

Our ideal volunteer would have/demonstrate;

Be passionate about supporting children and young people's mental wellbeing

The ability to work alone from home

Excellent verbal and written communication

Be IT literate with a working knowledge of Microsoft Office packages.

Outgoing, friendly and proactive character.

Be comfortable volunteering within a group or by yourself

Being able to use your own initiative but be able to ask for help when you need it.

Be creative and full of ideas

Be trustworthy, friendly and reliable

Ability to multitask

Ability to work under pressure.

An understanding of and commitment to The Matthew Hackney Foundation's equal opportunities policy, safeguarding policy and confidentiality policy, and to equality of opportunity and anti-discriminatory practice.

Please apply by telling us why you would like to volunteer and how you meet the criteria for this volunteering role, with your current CV to info@themathewhackneyfoundation.co.uk

All personal information will only be kept for those who are invited for interview, all information stored meets GDPR regulations.

Why Work with us?

We are a friendly bunch and run on a volunteer basis currently. We are a small charity and are passionate about people. You will help us at the very beginning of what we believe to be a growing service, you will receive relevant training and support from our team. You will help us plan, develop and continue to excel at what we do. You will help to make a difference to the lives of children and young people locally.

Please get in touch for an informal chat or if you would like to know more.

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www.themathewhackneyfoundation.co.uk