

BASILDON MIND

Volunteer Events Coordinator

Can you take our participation in events to the next level?

We are a registered charity, offering support and services to those experiencing mental health problems, including a Helpline, Counselling, Supported Housing, Forensic Advocacy and Wellbeing.

We are looking for someone to coordinate our participation in local events, look after our physical equipment, our information leaflets and freebies.

Basildon Mind attends a small number (3-6) of external events each year. We have **physical equipment** including a gazebo, display table and pull-up banners. We also have a number of **information leaflets**, which we take to events. Finally we have '**freebies**' with our logo on, which we give out at events.

What will you be doing?

Key Aims

- To be the 'go to' person for coordinating our participation in events
- Ensure that we know where our physical events equipment is, and that it is in good condition
- Draw up a list of all our information leaflets and maximum and minimum quantities of each
- Reorder information leaflets as and when needed
- Ensure that a minimum quantity of 'freebies' (pens, stress balls) are always available

Key Responsibilities

- Work with the CEO and the Lead Fundraiser to understand which events we will attend
- Work with Department Managers to understand and communicate which staff and volunteers will attend each event, including identifying a 'Lead Attender' for each event
- Work with the Lead Attender and agree which physical equipment, information leaflets and freebies will be taken to each event
- Working with the General Manager, request reordering of information leaflets and freebies

Work Hours, Start Date and Duration of Position

1-2 per week on average (hours may increase closer to events). This is a long-term position.

What are we looking for?

To be successful you will have had experience of event management / fundraising events, working with a range of people, ideally including volunteers. Strong communication skills are required to engage effectively with a wide range of people (volunteers, Managers, Trustees, etc.) verbally and in writing. You need to be able to work independently and manage own workload and also work as part of a team.

What difference will you make?

Our presence at external events is critical as it portrays our charity to the general public and it provides an opportunity for us to help as many local people as possible with their mental health.

Therefore, ensuring that we have sufficient volunteers, the correct physical equipment and the appropriate range and number of information leaflets is critical to ensure success.

As a volunteer who spends quality time focussing on these tasks, you will help ensure we project our best external-facing image and help as many local people as possible.

Next Steps

If you have the experience required, please contact us via [Reach Volunteering](#) Thanks.

Basildon Mind is an Equal Opportunities employer, for whom life experience as well as formal qualifications, work experience and lived mental health experience is valid.



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Volunteer Events Coordinator
Person Specification

General:

- A strong commitment to make Basildon Mind's attendance at public events as good as possible
- Be a good 'people person' who likes working with people
- Be able to work independently and manage own workload

Skills:

Essential	Desirable
<ul style="list-style-type: none"> • Good communication and interpersonal skills 	<ul style="list-style-type: none"> • Ability to drive / own car
<ul style="list-style-type: none"> • Ability to write clearly, accurately and succinctly 	
<ul style="list-style-type: none"> • Ability to communicate effectively with a wide range of people including Clients, Managers, Trustees, the general public and other stakeholders 	
<ul style="list-style-type: none"> • Strong team working ethos 	

Experience:

Essential	Desirable
<ul style="list-style-type: none"> • Experience in Event Management / Fundraising Events 	<ul style="list-style-type: none"> • Experience working with volunteers in different situations
<ul style="list-style-type: none"> • Experience working with different people in different situations 	<ul style="list-style-type: none"> • Current or recent experience of mental health problems
<ul style="list-style-type: none"> • Experience of communicating to and ensuring the appreciation of diverse teams 	<ul style="list-style-type: none"> • Experience working in a charity setting
<ul style="list-style-type: none"> • Experience of working in a collaborative team environment 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Strong team-working ethos 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • A flexible but organised approach to work 	<ul style="list-style-type: none"> •

Training / Qualifications:

Essential	Desirable
<ul style="list-style-type: none"> • Relevant skills and experience are more important than professional/academic qualifications 	<ul style="list-style-type: none"> • Recognised management qualification
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Experience of using Microsoft Office (Outlook, Word, Excel, PowerPoint, SharePoint)