

Community Events and Fundraising Volunteer Role Description and Person Specification

Hours – Various

Reporting to – General Manager

Role Description

Do you love getting involved in events, meeting new people, and making a difference? Our Community Events and Fundraising Volunteers help us plan, prepare, and run fundraising events that raise vital funds to support people with mental health challenges in Tameside.

This is a fun, hands-on role where you'll be part of a team helping to bring events to life, whether that's setting up stalls, chatting to the community, collecting donations, or spreading the word about The Anthony Seddon Fund. No experience is needed, just enthusiasm, a willingness to help, and a passion for supporting mental health awareness!

Main Duties and Responsibilities

- Helping to organise and run fundraising events, from charity stalls to sponsored activities.
- Encouraging donations and helping to maximise funds raised as part of a team.
- Chatting with the public about what we do and signposting people to The Anthony Seddon Centre if they need support.
- Handling cash and card payments in a responsible way.
- Helping with event set-up and pack-down, making sure everything runs smoothly.
- Spreading awareness of mental health and the services we provide.
- Building connections with local businesses and organisations to develop fundraising opportunities.
- Bringing energy, enthusiasm, and ideas to help make our fundraising a success!

General Responsibilities

- Work safely and follow health and safety guidance at events.
- Be welcoming, respectful, and inclusive; we want everyone to feel part of our community.
- Stick to the charity's policies and procedures to ensure everything runs smoothly.
- Take part in training where needed so you feel confident in your role.
- Lend a hand where you can; whether it's setting up an event, chatting with the public, or counting donations, every little bit helps!

Person Specification

Knowledge and Experience

- No experience needed; enthusiasm and a willingness to get stuck in are what matter most!
- Experience working with people with mental health challenges is helpful but not essential.
- An interest in fundraising, community events, or charity work is beneficial.
- A basic understanding of handling cash and card payments is useful (training provided).

Skills and Personal Qualities

- Friendly and approachable, comfortable chatting with people and spreading awareness.
- Good team player, able to work alongside others to make events a success.
- Organised and reliable, can help with event planning and follow through on commitments.
- Able to follow fundraising guidelines and handle donations responsibly.
- Aware of risk management, willing to follow safety measures for events.
- Respectful of boundaries and confidentiality, knowing when to step back and when to get help.
- Flexible and adaptable, fundraising can be unpredictable, so a positive attitude goes a long way!
- Committed to attending agreed volunteer shifts and any relevant training.

Physical, Mental, and Emotional Effort

This role may involve supporting people who are experiencing distress or difficult emotions. While most conversations will be positive and supportive, there may be times when someone is struggling, upset, or frustrated. As a volunteer, you'll be expected to listen with empathy, stay calm, and know when to get support from staff if needed.

You won't be expected to handle difficult situations alone, we'll always make sure you have guidance and support in place.

The Anthony Seddon Fund's Commitment to Our Volunteers

We truly appreciate our volunteers and want to make sure you feel valued and supported. In return for your time and passion, we offer:

- **Training & Development** – Access to in-house and external training to help you build skills and confidence.
- **Expenses Covered** – We'll reimburse reasonable travel and parking expenses.
- **A Supportive Community** – Be part of a friendly, welcoming team that makes a real difference.
- **Recognition & Appreciation** – Opportunities to celebrate your contribution, whether that's through events, thank-yous, or volunteer rewards.



- **References for the Future** – If you volunteer with us for **6 months or more**, we'll be happy to provide a reference.
- **Personal Growth & Wellbeing** – Volunteering can be a great way to boost your own confidence, wellbeing, and sense of purpose.