

## **External Events Volunteer Role Description**

### **Purpose:**

Events volunteers plan and run various events, giving out See Me materials and encouraging and inspiring people to join the movement for change.

The movement for change volunteer programme is a key part of See Me's commitment to ending the stigma and discrimination. Events volunteers are important in sharing See Me messages at local and national events.

### **Recruitment:**

1. Application form
2. Telephone or face to face interview
3. PVG checks
4. Training and volunteer agreement

### **Training & Support:**

Once recruited, event volunteers are required to attend a day's training and induction. We also offer SAFEtalk, a 3 hour training session designed to recognise when people may be in crisis and be able to signpost them appropriately.

At least once a year you will have a more formal contact with See Me staff to discuss how you feel the role is going.

A Protecting Vulnerable Groups certificate is required for this role.

See Me staff can provide assistance in planning and promoting events and accompany volunteers if required.

### **Process**

1. Volunteer will approach See Me with details of event they want to run and agree on support needed
2. Resources ordered

3. Event
4. After event return monitoring form and sign up cards to See Me

**Time Commitment:**

As an external events volunteer events can be planned around your availability. The amount you are able to be involved will be entirely up to you. Either way we value your time, support and commitment.

**Location:**

As an events volunteer you will be mainly working in your local area. It can be discussed in recruitment how far you are willing or are able to travel. There may also be national events that you may want to attend.

All travel and food/drink expenses incurred will be paid in line with See Me's expenses policy.

**What you could gain:**

By attending local and national meetings and events you will have the opportunity to network with and meet lots of new people. You'll also have the satisfaction of knowing that you are helping to change people's attitudes and behaviour towards people with mental health problems as part of our movement for change.

**What sort of skills and experience are we looking for?**

- Ability to communicate with different types of people
- Good organisational and time-keeping skills
- Willingness to travel in your local area
- Be able to be contacted by phone and/or email
- Willingness to talk about See Me at a basic level