**Changes Bristol Fundraising Events Assistant**

**Role advert**

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| About Changes Bristol | Changes Bristol is a grassroots peer led mental health charity based in the Barton Hill Settlement.  Changes Bristol has been running mental health peer support meetings across Bristol since 2003 and our expertise helps more and more people each year. Our meetings are safe places for people to come and talk about their feelings and to take steps toward improving their lives.  The meetings are non-judgmental and confidential and are free to access.  Currently, we are running eight online support groups every week online and also provide a 121 phone befriending service for people who prefer not to be online. Before lockdown, we would deliver twelve groups every week across the city and will be looking to open these up again in the future.  Changes Bristol does not receive any statutory funding so relies on voluntary donations from individuals, corporate partnerships and funding from Trusts and Foundations. |
| Details of the role: | We are looking for a committed and enthusiastic volunteer who would help us to maximize the fundraising opportunities around us so that people in Bristol can continue to use the service we provide; they meet, share, connect and strive towards better mental health.  The Fundraising Events Assistant will provide valuable support to our small charity and especially support our Development and Events Manager to raise vital funds needed to run our mental health service across Bristol.  This role will include researching new funding initiatives including events and helping to organise and promote existing events via our website and social media, as well as email marketing and promotion around the city.  You will help to source raffle prizes and provide admin support for our events. Another part of the role will be helping to organise the AGM.  It’s a fun role where you can get involved in planning and delivering a variety of fundraising events, knowing that you are helping a local peer led charity to progress and offer more support to those in mental distress.  This role is perfect for someone who already has some experience in fundraising or events and is keen to gain more experience in the charity sector, or someone looking for a career change or simply to get stuck in to some worthwhile grassroots projects.  The role will mainly be office based with some external events. You will volunteer ideally one whole day or half day/s every week. |
| Deadline for applications | 20th November 2020 |
| Start date | Late November / December 2020 |
| Tasks could include: | * Researching new fundraising initiatives and events * Developing of fundraising opportunities for different groups in Bristol including universities, local community groups and local businesses. * Approaching local businesses for support via email, phone and letter, and then following up * Researching and sourcing entertainment and suppliers for events * Supporting our Social Media communications * Organising and delivering fundraising and awareness raising events. * Creating marketing designs using software such as Canva.com and updating our website to promote certain events (training will be provided). * Ad hoc fundraising support including sourcing auction/ raffle prizes and marketing. * Working as part of a team and with other Changes Bristol staff and volunteers * Adhering at all times to Changes Bristol Confidentiality, Equal Opportunities and Health & Safety policies * Participating in training, support and supervision sessions as required |
| Person Specification | Essential skills:   * Comfort and skill with technology is essential (you will use office software programs, including spreadsheets, databases, word processing and graphic presentation software as well online research) * Good interpersonal skills - friendly phone manner and ability to build rapport. * Experience with social media (you will help us to maintain our communication on Twitter, Meetup and Facebook) * Ability to research and compile information in a comprehensive way. * Good communication skills – emails, phone, face to face. * Attention to detail * Excellent organisational skills * Self-motivated, proactive and able to work using your own initiative * Flexible and Enthusiastic attitude   Desirable skills:   * Previous experience in fundraising/event management * Self-driven * Excellent customer care skills * Knowledge about Mental Health |
| What we offer | Induction training for the role  Experience in events and fundraising  Travel expenses reimbursed  Flexible volunteering hours  Join a small and vibrant team  A fun and friendly work environment |

If you are interested in this role, please complete the application form using this role description and person specification. Please send your completed application to [alex@changesbristol.org.uk](mailto:alex@changesbristol.org.uk).

If you have any questions, or for an informal chat please contact Alex on 0117 941 1123.