

Required skills and experience needed to be a Community Events Co-Ordinator Volunteer	
Areas	What you will need to be able to do
Knowledge/ Experience	<ul style="list-style-type: none"> • Good understanding of mental health & Wellbeing • Have an awareness and understanding about the organisation and what services we offer • Have a passion for promoting mental health, wellness & recovery • Have a passion for reducing stigma associated with mental health problems • Have an understanding of, and commitment to equal opportunities, diversity and people's rights • Events experience preferred • Experience of attending events to build on our fundraising & partnership opportunities
Skills	<ul style="list-style-type: none"> • Excellent organisational skills • Basic administrative skills including using Word, Excel & Outlook • Confidence to interact with the public, local organisations and staff members • Ability to approach organisations over the telephone and face to face • Great listening skills • To work collaboratively with a wide range of people • To represent the organisation in a professional and proficient manner • To be creative with ways of raising awareness and/or funds for NCNM • Ability to motivate and encourage others

<p>Personal Attributes</p>	<ul style="list-style-type: none"> • An honest and trustworthy manner • Willingness to talk about mental health, recovery and encouraging people to do the same • Enjoy including people and creating opportunities for others • To use your own initiative • To be reliable, punctual and flexible • To let us know if the role is becoming too demanding and to look after yourself • Respect confidentiality where appropriate • Enthusiastic and self-motivated
<p>Additional Requirements</p>	<ul style="list-style-type: none"> • There may be the occasional requirement to attend events at weekends and/or in the evenings (much of the fundraising activity are at these times) • Full driving licence and access to a car for business use • Lived experience is welcome • To be inclusive and non-judgmental • Travel to local venues and carry fundraising materials • Adhere to GDPR guidelines at all times • To attend mandatory training as required for the role
<p>Training & Support Offered</p>	
	<ul style="list-style-type: none"> • Mental Health First Aid Training (MHFA) • Professional boundaries • Supervision • Safety at Work • Safeguarding Adults • Volunteer induction