# Thank you for your interest in becoming a Community Events Co-Ordinator Volunteer!

## Who Are Norwich Mind?

We are one of the leading mental health charities working here in Norfolk. Our main role is to reduce the stigma associated with mental health, promote wellness and recovery and support those experiencing mental health problems. We also provide support for those who are in a caring or supporting role. We cover central Norfolk and have over 150 volunteers and staff all working to help people. As a charity we rely heavily on donations to continue this work and we cannot thank our fundraisers enough.  That is why the Community Events Volunteers will be doing vital work to represent Norwich & Central Norfolk Mind (NCNM) and raise awareness of the important work we do.

## What does a Community Events Volunteer do?

This will be a varied role but the main elements include:

- Assist the Fundraising Manager with general fundraising activities
- Research opportunities and events where NCNM could attend
- Organise and co-ordinate local community charity events
- Organise & co-ordinate a small team of events volunteers
- Monitor stock levels of fundraising materials and information leaflets
- Communications with a wide range of people including businesses, service users, managers and volunteers

Download the criteria list for a more detailed look at the role.

## Training and Support

We want to make sure you get the most out of the role so we will start out by orientating you to the organisation and how your hard efforts will help others. We will train you in how to share your story, how to draw on the team of volunteers we already have and a little bit about professional boundaries. There will also be the potential to have further training including Mental Health First Aid, Safety at Work, Safeguarding Adults and Manual Handling.

We hope this feels like an exciting and interesting opportunity to you.

To apply or for more information contact volunteering@norwichmind.org.uk