

## Community Engagement Volunteer Role

### Role Description

The primary role of the Community Engagement Volunteer is to support Education Futures Trust with a wide range of activities and events to raise awareness of the work we do in the local community in a variety of ways that include:

- Delivering inspiring talks to community groups such as schools, faith groups, and businesses.
- Using stories to motivate communities to choose to fundraise for Education Futures Trust and talk about how fundraising powers our work to support our local communities.
- Reaching out to your local community and connecting with key groups and networks.
- Distributing promotional materials, posters and flyers across the borough.

### Hours

We have flexible opportunities during our operating hours of Monday – Thursday 08:30–17:30 and Friday 08:30–16:30. We would not expect you to volunteer for the full day, anything from 1 hour per session would be of great help to our charity.

### Main Tasks

We are looking for volunteers to carry out tasks as agreed with the CEO to promote the work we do in the community and share our stories.

Tasks would include:

- Proactively source opportunities to deliver presentations and engage your local community.
- Using stories to inspire and encourage people to fundraise in aid of Education Futures Trust.
- Creating your own presentations which motivate people to take action.
- Supporting our partnerships (such as schools) at a local level.
- Representing Education Futures Trust in your community, including running information sessions to share our broader activities such as fundraising, campaigns and volunteering.
- Keeping up to date with Education Futures Trust's key messages, resources, fundraising initiatives and news.
- Providing feedback on activity and share insights with the Deputy CEO about further opportunities for raising awareness or working with partnerships in your community.
- Following health and safety processes and safeguarding procedures.
- Acting as an ambassador for Education Futures Trust, sharing relevant information about the charity, and promoting further opportunities for members of the public to engage with or support Education Futures Trust.



## **Skills, Experience & Qualities**

- Great people skills, approachable and friendly nature.
- Organised, methodical, reliable.
- Good communication skills and confident talking to a wide range of people.
- Basic IT and telephone skills.
- Willing to share our events, services and fundraising activities within the local community.
- The ability to enthuse and motivate people to support our charity.
- Able to adapt information and/or presentations to your audience.
- The ability to work with other local volunteers to galvanise support for the cause.
- Non-judgmental, patient and friendly.

## **Training & Support Provided**

- Volunteer registration and induction prior to your first day.
- Role appropriate training.
- Charity appropriate training.
- Support and briefing at the start of your shift.
- Role appropriate PPE and equipment.
- A volunteer mentor who you can talk to and give feedback to at any time.
- Ongoing support throughout your volunteering journey.
- Opportunity to attend team meetings and events.

## **Benefits**

- Meet new people, engaging with members of the public, members of staff, and other volunteers.
- You will receive appropriate training to support both your role and your personal development.
- Play a vital role in helping the charity engage with adults and young people.
- Help Education Futures Trust to grow and work towards its mission to enhance opportunities, goals and aspirations in our community.
- Should you require it, a written reference can be provided by the charity.
- Branded clothing provided for working on sessions.
- Opportunity to undertake training opportunities which are subject specific to learning and skills team.

## **Additional Information**

- A Disclosure and Barring Service (DBS) check will be required. Education Futures Trust will pay for this.
- 2 References will be required before volunteering can commence.
- Pre-agreed expenses will be paid within agreed guidelines.

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- Undertake additional training as and when required.

### **Who to contact**

To express your interest in this volunteering role or to find out about other volunteering opportunities please visit - [www.educationfuturestrust.org/volunteering](http://www.educationfuturestrust.org/volunteering)

Alternatively, for more information, or if you have any questions, please contact Jodie Cornford, Deputy CEO via email: [Jodiec@educationfuturestrust.org](mailto:Jodiec@educationfuturestrust.org) or Tel: 01424 722241.

***Come join our team and help make a difference today!***

**Our children. Our families. Our community.**

Registered Charity Number: 1146171

Company Number: 7852922