



## WTH Charity Champion: Role Description

**Role Title:** Charity Champion

**Reporting to:** Business Director

Wiltshire Treehouse is a small charity based in Swindon which supports bereaved children, young people, and their families. We provide a range of support services including advice and guidance to families and professionals and bereavement support programmes for families and a young person's programme. Our services are delivered across Swindon and Wiltshire, for the benefit of anyone living or educated within the county.

We are looking for volunteers to become our Charity Champions across Swindon and Wiltshire. This role will involve representing the Charity at events like fetes, local farmer's markets, supermarkets or community events such as a duck race, dog show or Pride events.

### **Events include, but are not limited to:**

Sunday 28<sup>th</sup> September – 09:30 – 13:30 - supporting within the Half Marathon on the Wiltshire Treehouse stand.

Thursday 16<sup>th</sup> October – 19:30 – 21:30 – supporting within our Selfcare and craft night, making drinks and greeting visitors.

Saturday 1<sup>st</sup> October – 13:00 – 16:30 – Assisting with our annual Halloween Hunt at the Old Town Gardens.

Thursday 20<sup>th</sup> November – 10:30 – 12:00 – supporting at the Mayors Coffee morning during Week to Remember.

Sunday 23<sup>rd</sup> November – 10:00 – 12:30 – supporting with our remembrance service at North Wiltshire Crematorium.

Thursday 27<sup>th</sup> November – 18:30 – 21:30 – supporting within our festive wreath making workshop, assisting with drinks, tidying and meeting & greeting visitors.

Several dates in early December – running an information and donation stand at Tesco's in locations across Wiltshire.

13<sup>th</sup> December – time tbc – running an information & donation stand at a craft fair.

We know that our work with bereaved children and young people has a transformative effect on their wellbeing and life chances. However, we need help as to continue this as pressures on the charity sector build. We are becoming more reliant on donations from individuals, communities and businesses as grants become more difficult to secure. With our charity facing financial strain, it is vital that we are promoted to the communities we serve.

In return for your time and dedication, we can offer you training, support and updates about our work. For more information head to our website or email [businessdirector@wiltshiretreehouse.org.uk](mailto:businessdirector@wiltshiretreehouse.org.uk) with your contact details and we will be in touch.

**Role Description:** This role is within a small team which consists of paid staff, volunteers, and trustees all of whom are passionate about the work we do.

### **Events:**

- Identify events you think would be great for the Charity to attend.
- Attend events on behalf of Wiltshire Treehouse.
- Take promotional materials (Leaflets, Display Board, Pull-up Banner etc. – provided by Wiltshire Treehouse)
- Take stall set up as needed (E.g. Gazebo, Table, chairs etc – provided by Wiltshire Treehouse).
- Talk to the public about Wiltshire Treehouse.
- Provide public with QR code for donations.
- Manage a game/activity to help engage people to talk to you – could be a lollipop pick up game, ring toss or get the ball in the cup game. (We welcome you to devise and create your own games if you'd like to).

### **Talks/Speeches:**

- Give a talk/speech on behalf of Wiltshire Treehouse, explaining what we do, how we do it and why we need support (full training and script will be provided).

All volunteers are subject to an enhanced DBS check, at the expense of the charity. Reasonable out of pocket expenses can also be paid, for example travel costs, with prior agreement of the budget manager.

**Hours required:** There are no standard hours required – we welcome any time you can spare no matter how little. It all helps a wonderful cause.

**Skills and Experience:** Experience, whilst welcomed, is not essential! Ideally our Charity Champions would consist of various backgrounds and strengths. All that matters is that you are willing to talk about Wiltshire Treehouse and promote the charity and the positive difference we make.

## **GENERAL INFORMATION**

### **Equal Opportunity**

All volunteers must comply with Treehouse Operational Policy “Equal Opportunity” section and must not discriminate on the grounds of race, colour, nationality, ethnic or national grounds, sex, marital status, disability, or any other grounds which cannot be shown to be justifiable.

### **Health and Safety**

All volunteers are subject to the requirements of the Health & Safety at Work Act. Volunteers must ensure that their actions do not endanger themselves or others.

### **Data Protection/Confidentiality**

All volunteers are subject to the requirements of the Data Protection Act 2018 and must maintain strict confidentiality in respect of client records and information.

### **Variation**

This role profile is not intended to be a complete list of duties and responsibilities but as a guide for information.