

Role Description

Role

Licensed Trade Charity Ambassador

Location

Home based, with travel UK wide

Organisation Summary

The Licensed Trade Charity was founded in 1793 in Fleet Street, London by people from the trade who wanted to help colleagues and their families when they faced difficult circumstances. Today we still do that, helping over 13,000 people a year who work or have worked in the licensed drinks trade and give away over £1m in grants each year.

Our mission is to equip people to be self-reliant, to provide them with the right guidance and, if necessary, offer financial support to help them get back on their feet and on with their lives again.

Summary of this role:

This Volunteer role is to act as an ambassador for the Charity, attending a variety of events such as exhibitions, corporate trade shows and our mental health training. You will be representing and promoting the Charity's services to the trade to help build awareness of the wide variety of services we provide.

As a Charity Ambassador, you will be part of a national network of volunteers who work closely with paid staff based in the central office Charity Services Team.

The role will suit someone who is positive, outgoing, can easily engage with others and enjoys meeting and inspiring new people.

Responsibilities

- Take a brief from the Charity Services Team or Marketing Team depending on the event.
- Erect and break down the stand area at the beginning and end of the event, if required, returning all equipment and unused literature back to the central office
- Actively and positively talk to people from the trade, explaining about the different services we offer and handing out our literature
- Collect contact details from interested parties and take note of what literature they require to be sent to them
- At events such as our mental health training, speak on behalf of the charity introducing the training and informing the attendees about the services we can offer them and their staff
- Keep your knowledge up to date on how the charity might help those seeking support
- Complete an evaluation report of how you think the event went, what went well and what could be improved on.

Estimated time required for the role

- This will depend on the event but is likely to be a whole day. It could sometimes mean having to stay overnight.
- Travelling time will be on top and will be dependent on the location of the event and the Charity Ambassadors locality.

Person Specification

- Has good presenting, communicating and influencing skills
- Is outgoing and confident
- Holds a full driving licence and is happy to travel
- Can work on their own and in a team
- Good at collecting and writing down detail and required information.
- Has access to laptop or computer to compile and email evaluation reports, collected information.

Our Commitment to you

- We will provide all the training you need to be able to carry out this role.
- We will provide you with regular follow-ups and support.
- We will provide annual refresher training and useful information for the role.
- We will cover the out of pocket expenses, which includes 50p per mile travel and the cost of calls.
- We will pay for overnight accommodation if required.

Further Information

- Leaflet outlining the services offered by the charity.
- A copy of this role description, link to our online application form and other relevant documents can be found on under the “Who We Are/Our People/Our Volunteers/Volunteer with Us” section on the following website: www.licensedtradecharity.org.uk

Contacts

- Your contact for this role is Hilary Bone, Volunteer Manager, who can be contacted on 01344 898550 or email hilary.bone@ltcharity.org.uk

Application Process

If you would like to apply for the role of Charity Services Volunteer with us, we ask that you:

- Complete the attached application form or online at www.surveymonkey.co.uk/r/ChaAmb19
- Attend an interview with the Volunteer Manager
- Complete a Disclosure & Barring Service check
- Bring into the office a copy of your passport

Induction

So that you can get the full picture of our work, and how your role fits into it, we will provide an induction for you that includes:

- Attend a full days training including history of our organisation and background of our services