



The **Benjamin** Foundation

Welcome to The Benjamin Foundation.

Thank you for expressing an interest in our vacancy for a Student Fundraising Ambassador (Volunteer) role.

More information about the position, including a Volunteer Role Description and Person Specification are enclosed.

If you have any questions regarding this volunteering role, please contact the Fundraising and Marketing Department on 07825 130003 or email events@benjaminfoundation.co.uk

Please return your completed applications by email to:
events@benjaminfoundation.co.uk

Or by post to:

Fundraising and Marketing Department
The Benjamin Foundation
23-27 St Andrews Street
Norwich
NR2 4TP



About us

For over 25 years' children, young people and families across Norfolk and Suffolk have been supported by The Benjamin Foundation to overcome big challenges in their lives.

Each night we accommodate 100 vulnerable young people, equating to over 40,000 safe nights sleep a year for local young people. They can finally feel safe from youth homelessness. We are proud to be the regional partner for the End Youth Homelessness campaign.

Each week 150 young people access our emotional wellbeing support. In the last year this equates to 7,500 emotional wellbeing support sessions improving their mental health, increasing their self-esteem and to finally feel understood.

Each year over 250 young people attended our youth work in the community to gain new life skills, expand their horizons and finally feel confident

Overall 2,000 local children and young people every year finally feel hopeful of a better future because of the work of The Benjamin Foundation.

The Benjamin Foundation are deeply connected to the local community, employing over 220 people in Norfolk and Suffolk

For more information about The Benjamin Foundation visit www.benjaminfoundation.co.uk



Student Fundraising Ambassador Volunteer Role description

Job title:	Student Fundraising Ambassador (Volunteer)
Employer:	The Benjamin Foundation
Location:	Norfolk/Remote
Contract:	N/A
Salary:	N/A
Hours of work:	Flexible, dependent on events and opportunities available
Department:	Fundraising and Marketing
Reporting to:	Fundraising Officer and Communications Manager
Role purpose	
<p>To represent a local Norfolk and Suffolk young people’s charity, and develop skills in event planning and promotion, public speaking, communications and team management by volunteering as a Benjamin Foundation Student Fundraising Ambassador.</p> <p>Your key responsibilities will be to promote The Benjamin Foundation on campus, working closely with the Fundraising and Marketing team to advertise fundraising events and opportunities to the student community. This includes regular features in our fundraising calendar, such as Sleep Out and Gaming for Good. You will be an inspiring point of contact for fundraisers, supporting and encouraging them to maximise their fundraising, and ensuring a rewarding and memorable experience for all.</p> <p>We also want you to enjoy your opportunities to support a local charity, while building your own volunteering skills and experiences for the future.</p> <p>This is an unpaid voluntary role with flexible hours to fit around your commitments. A DBS check will be required for this role.</p>	
Main duties	

General

- Represent our charity at UEA while maintaining a close working relationship with The Benjamin Foundation Fundraising and Marketing team and other Benjamin Foundation Student Fundraising Ambassadors (if appropriate).
- Speak at appropriate events and fairs
- Network with UEA societies and introduce them to events and fundraising we have on offer
- Present us with fundraising ideas which you would consider marketable to students of UEA
- Lead a team of fundraisers and help to coordinate fundraising events at/with the UEA communities
- Support our social media campaigns
- Attending and volunteering at our local fundraising events
- Develop a strong understanding of the Nurtured Heart Approach®

The Benjamin Foundation fully embeds the Nurtured Heart Approach in all that it does and staff will adopt this approach as part of their practice.

The Benjamin Foundation reserves the right to alter the content of this job description following consultation, to reflect changes to the job or services provided without altering the general character or level of responsibility.

This post is subject to a full and satisfactory DBS disclosure.

Name of Volunteer:

Signed Volunteer:

Date:

Name of Line Manager:

Signed Line Manager:

Date:

Student Fundraising Ambassador (Volunteer) Person Specification

Criteria	Details	Essential	Desirable	Assessed
Knowledge & Skills	To be able to communicate effectively with the Fundraising and Marketing team, and external groups, building strong affiliations	E		Informal Interview
	Competent with social media and have the ability to use your social media presence to reach out to different groups through social media posting and promotion	E		Informal Interview
	Strong networking skills to appropriately reach out to various groups within student communities	E		Informal Interview
	Understand relevant knowledge about youth homelessness and the issues facing vulnerable young people		D	Informal Interview
	Good ICT skills		D	Informal Interview
	Use creative skills to help promote our opportunities throughout the student communities through various means. To support our Fundraising and Marketing team by contributing new fundraising ideas		D	Informal Interview
Personal Qualities <i>Leadership</i>	The confidence to lead a team of fundraisers and help them develop their own skills	E		Informal Interview
<i>Time Management</i>	Ability to manage your time effectively when taking on your responsibilities as ambassador	E		Informal Interview
<i>Independent</i>	An ability to think independently and work without supervision	E		Informal Interview
<i>Confident</i>	Being able to confidently make decisions regarding day to day matters and to be accountable for these decisions		D	Informal Interview
<i>Competent</i>	The ability to work under pressure and remain calm in stressful situations	E		Informal Interview

<i>Collaborative</i>	Ability to work collaboratively with your line manager and other representatives of The Benjamin Foundation	E		Informal Interview
<i>Determination</i>	A determination to support the charity's campaign to end youth homelessness, and give local young people hope and opportunities	E		Informal Interview
<i>Progressive</i>	Motivated to develop their own skills and engage in new opportunities	E		Informal Interview
<i>Nurturing</i>	Commitment to using the Nurtured Heart Approach®	E		Informal Interview
Additional	The willingness to contribute to the wider Benjamin Foundation success story	E		Informal Interview
	Commitment to Equality and Diversity, Data Protections (including GDPR) and Safeguarding policies of The Benjamin Foundation	E		Informal Interview