



## Charity ambassador volunteer role description

- Role:** Charity ambassador
- Responsible to:** For community groups and schools, the fundraising manager  
For companies, the head of marketing and fundraising
- Time commitment:** To suit your availability. There will be various opportunities on weekdays, evenings and weekends, ranging in length from a couple of hours to a whole day.
- Location:** Across Reading

### About Launchpad

Launchpad is Reading's leading homelessness prevention charity providing vital support for individuals, couples and families who don't have a stable place to live or are at risk of losing their home.

We provide a holistic service to help vulnerable people in the local community tackle their housing-related problems, obtain and sustain a long-term home and lead full and independent lives.

We expanded our services with a new work and life skills centre, Launchpad 135, to give people the very best chance of success with a range of therapeutic activities, and support with education, training and employment.

### Background

Launchpad provides many volunteering opportunities – including roles working with the fundraising team. Fundraising volunteers are integral to the team's objectives of building relationships in the local community, encouraging fundraising activity, and thanking our supporters for the work they are doing.

The volunteer ambassador is a key role in achieving this - they give inspiring talks to help businesses, community groups and schools understand more about homelessness, what Launchpad does to support local people in housing crisis, and how they can get involved with the charity and fundraise. They are very much experts on Launchpad and represent the charity and the fundraising team in the local community.

### **Role description**

- Attending invited events, for example community/social group meetings, school assemblies to give presentations/talk about the work of Launchpad and the difference we are making, to inspire people to support us through fundraising or to thank supporters for the fundraising they have completed
- Representing the charity in a professional manner
- Making conversation with members of the public as appropriate, and answering questions about the charity
- Promoting planned fundraising initiatives and activities

### **Dress code**

- Smart casual depending on engagement
- Launchpad pin badge

### **The benefits to you**

- Experience working with a professional organisation
- A sense of satisfaction and pride for helping to make a valuable difference
- Develop your skills
- References for future employers
- Meet new people

### **Skills, experiences and qualities**

- Personable, enthusiastic and approachable
- Ability to work with a range of groups and individuals from primary school children to the elderly. Many are linked to faith groups so our ambassadors must be comfortable with people of all faiths and cultures
- Initiative
- Confident in public speaking

### **What you can expect from Launchpad**

- An induction session to introduce you to the charity and relevant policies, recognise your skills and identify any ongoing support you may need from us in order to fulfil the role
- Appropriate training, including observation and shadowing
- A designated point of contact for support and guidance, when needed
- Suitable leaflets and materials to enable you to fulfil the role
- Reimbursement of out-of-pocket expenses, for example travelling to and from the fundraising venue
- Ambassador meetings
- Launchpad monthly newsletter

### **Time commitment**

This is a flexible role to suit your availability. Volunteer ambassadors will be contacted as appropriate and offered the opportunity to attend events to which we are invited.

### **Travel**

Volunteers must be able to travel to various locations so access to a vehicle is essential. Volunteers are responsible for ensuring that they are fully licenced and insured to use their

personal vehicles as part of a volunteering role, as they may not automatically be covered by their regular motor insurance policy. Travel expenses will be paid on a set mileage basis for all journeys undertaken.

**Disclosure and Barring Service Check (DBS)**

Launchpad has a legal obligation to ensure all our Charity Ambassadors are eligible to work with children and/or vulnerable adults. All volunteers must therefore be willing to undergo an Enhanced DBS check upon recruitment, the cost of which will be covered by Launchpad.