

Mental Elf 2023

Festive Fun Run

Volunteer Roles



Are you passionate about mental health and eager to spread some holiday cheer this December? North Staffs Mind invites you to become a part of our *Mental Elf* event as a volunteer! Pop your Elf ears on and join us in putting on a fabulously festive fun run - no running necessary!

Event Details:

🎄 **Date: Sunday 10th December**

🎄 **Time: 8am-2pm**

🎄 **Location: Trentham Gardens, ST4 8JG**

As an event volunteer, you would help facilitate our Mental Elf fun run by taking on one of the following roles for the day:

🧑🏻‍🏃 **Back runner**

🧑🏻‍🏫 **Car park attendant**

🧑🏻‍🏫 **Route marshal**

🧑🏻‍🏫 **Registration desk admin**

🧑🏻‍🏫 **Photographer**

🧑🏻‍🏫 **General support**

Remuneration: This is a voluntary position, and no payment will be made to the post holder (other than genuine expenses, as set out in the Volunteer Policy)

To register your interest: Email employment@nsmind.org.uk or call 01782 262100.

Role Summary

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 Mind North Staffs

Mental health services have never been more necessary than right now and raising funds for North Staffs Mind means that we can continue to reach those most in need and build our services in and around North Staffordshire. We are in the process of signing up our amazing runners who will take part in **North Staffs Mind's first ever Mental Elf 5K fun run**, raising much needed funds for North Staffs Mind through individual sponsorship.

To facilitate this, we need volunteers on the day to help things 'run' smoothly and assist the Race Director.

If you are interested in volunteering, want to add to your CV, have any specific skills you think could be of benefit on the day, or simply want to have some festive fun and give back to your community, please get in touch! Volunteer opportunities for this event are open to anyone 16+ (or younger if you have a parent/guardian with you).

Main Duties and Responsibilities

Back runner volunteer:

- Support the slower runners at the back of the race, encouraging them to continue and finish
- Tell Marshals around the course that they can leave their post now and return to event village.
- Litter pick and clean up after the runners
- Assist in set up and organisation of event village and registration area
- Report any signs of damage or injury to race coordinator
- Support other volunteers in set up and other roles throughout the day.

Car park volunteer:

- Direct people in car park and outside visitor centre to the event village entrance and registration desks
- Report any problems to Race Director immediately
- Ensure only race entrants enter our entrances, all regular visitors must go through normal entrance
- Pass out medals at end of the race
- Assist in set up and organisation of event village and registration area
- Support other volunteers in set up and other roles throughout the day.

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Route marshal volunteer:

- Stand on route at key points to direct racers
- Manage traffic so that public and racers don't clash
- Direct people to different areas for the day
- Litter collect after racers
- Cheer and encourage racers as they run past
- Assist in set up and organisation of event village and registration area
- Report any signs of damage or injury to race coordinator
- Support other volunteers in set up and other roles throughout the day.

Registration desk volunteer:

- Organise registration and race number collection for racers
- Direct people to event village
- Sign in spectators and pass out wristbands
- Register on-day arrivals and spectators, only people who are running the race, further instruction tbc
- Assist in set up and organisation of event village and registration area
- Report any signs of damage or injury to race coordinator
- Support other volunteers in set up and other roles throughout the day.

Photographer:

- Take photos of event throughout the day
- Take photos of racers at key points along the run
- Offer snapshots of racers as they cross the finish line
- Assist in set up and organisation of event village and registration area
- Report any signs of damage or injury to race coordinator
- Support other volunteers in set up and other roles throughout the day.

General Support Volunteer:

- Support staff and volunteers in tasks and jobs throughout the day
- Act as a runner for messages across the site
- Assist in set up and organisation of event village and registration area
- Report any signs of damage or injury to race coordinator
- Support other volunteers in set up and other roles throughout the day.

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Volunteer Person Specification

Essential

- Passion for working with our Charity and the public.
- Be confident with facilitating/delivering events.
- Ability to maintain confidentiality where needed.
- Support Race Director in any way necessary.
- Confidence to professionally engage with the public and venue staff.
- Ability to work with people and confidence to report concerns to manager/other facilitators to safeguard appropriately.
- Have a basic understanding of emotional well-being and mental health issues.
- Be able to work on own initiative as well as being part of a team.
- Be willing to engage in physical activity to set up/shut down events.
- Be trustworthy to collect donations in line with North Staffs Mind Ethical Fundraising Policy and the Fundraising Regulatory Body
- Be willing to represent the charity.
- Be reliable and punctual when committing to an event.

Experience Gained

- Public engagement
- Communication
- Coordination of large-scale events
- Develop independence
- New skills
- New connections
- Supporting a great cause
- Giving back to your local community
- Creativity
- Problem solving
- Build confidence
- Support your own mental and physical well-being