

Volunteer Role Description

Volunteer Role:	Challenge Events Coordinator
Hours:	A minimum of 2 hours per week
Supported by:	Business Support Team
Location:	Based at the Visyon base in Congleton, with outreach across Cheshire East

Visyon Purpose

Visyon is a long-established mental health charity that supports the emotional health and well-being of children, young people and their families across Cheshire East.

Visyon's purpose is to prevent mental health from negatively impacting on the lives of the young people in our communities by:

- Preventing young people's mental health problems from escalating
- Supporting young people from an early stage on their journey towards leading fulfilling lives and reaching their chosen potential
- Building resilience and understanding in our young people and their communities
- Ensuring there is safe space for children and young people to be heard and to access tools and strategies to aid understanding of their own mental health and wellbeing
- Reducing the stigma of mental health and enabling change through education, prevention and early intervention – to work towards a community that is itself a safe space
- Engaging with relevant stakeholders to put the young persons lived experience at the centre of all service provision and policy decisions.

Visyon Values

Visyon is **Welcoming**, we build meaningful **Relationships**, we value the **Lived Voice** and we act with **Integrity**.

Purpose of the Role

The Challenge Events Coordinator plays a vital part in supporting the planning and delivery of Visyon-led and third-party challenge events - for example skydives, fire walks, sponsored runs or other organised fundraising challenges.

The Challenge Events Coordinator will:

- Help raise Visyon's profile in the community
- Promote challenge events to potential participants
- Support and steward participants before and during events
- Build strong relationships with community fundraisers
- Ensure supporters feel informed, appreciated and connected to Visyon's mission
- Encourage repeat participation and long-term engagement
- Support the safe, ethical and positive running of challenge events in line with charity sector standards

Key Responsibilities

The Challenge Events Coordinator provides practical and relational support around challenge events for Visyon. They do not have overall responsibility for delivering events, providing supportive, 'light-touch' coordination and stewardship. This may include:

- Promoting upcoming challenge events to individuals, groups and businesses (for example through email, phone calls or networking)
- Encouraging people to sign up for Visyon and third-party challenge events
- Being a friendly point of contact for participants before the event – sharing key information, answering basic queries and providing encouragement
- Attending events and assisting with the stewardship of participants on the day (e.g. welcome, check-in, directions, basic information, signposting to event organisers)
- Liaising with event organisers and Visyon staff to ensure smooth communication and a positive supporter experience
- Helping develop or gather content for marketing materials (photos, quotes, short write-ups), and feeding this into Visyon's communications group for social media, website and other communications
- Supporting and encouraging participants to fundraise as part of their challenge and to recruit others for future events
- Helping turn one-time participants into regular donors, supporters or fundraisers through positive follow-up and celebration
- Supporting accurate recording of funds raised and ensuring they are passed on to the Visyon team for banking and reconciliation in line with Visyon procedures

This role is ideally office based allowing access to Visyon equipment and to maintain data privacy.

This is a public-facing role and may involve some outdoor/event-based activity. Most planning and communication can be carried out from the Visyon office, supported by the Business Support Team.

Time Commitment

Visyon asks that volunteers commit a minimum of 2 hours per week, or half a day per fortnight, depending on service needs and volunteer availability. Ideally these hours will be on regular days when the Business Support Team are in the office to support smooth communication and collaboration. However, this is a flexible volunteer role and Visyon will work with the Challenge Event Coordinator to find a pattern that suits both availability and Visyon's operational needs.

Person Specification

The Challenge Event Coordinator does not need previous fundraising experience – guidance and support will be provided. Visyon welcomes volunteers who are:

- Friendly, warm and confident communicating with members of the public and diverse groups
- Comfortable engaging with people in sometimes busy, outdoor or event settings
- Organised, methodical and reliable
- Flexible and committed to enhancing Visyon’s profile and reach
- Comfortable sending emails and using basic digital tools
- Able to maintain accurate records in line with charity procedures
- Able to uphold Visyon’s values and safeguarding standards

We welcome volunteers from all backgrounds and with all levels of experience.

Desirable Experience

- Community engagement, customer service or event coordination/stewardship
- Fundraising methods, communications and charity work
- Public speaking to groups and wide audiences
- Familiarity with Cheshire communities and local networks

What You’ll Gain

- Experience in challenge event fundraising and supporter stewardship
- Confidence in relationship-building, communication and public engagement
- Insight into charity fundraising, marketing and event delivery
- The chance to make a meaningful impact on young people’s mental health and emotional wellbeing
- Being part of a warm, supportive team and representing a valued local charity in the community.

Visyon is committed to safeguarding and promoting the welfare of children and young people. Volunteers are supported with clear guidance and training to ensure safe working practices.