

Volunteer Role Description

Volunteer Role:	ECS Steward (In-Aid-Of Events)
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 'In Aid Of' Events Coordinator & Supporter (ECS) Steward plays a vital part in supporting individuals, groups, and local businesses who choose to run their own independent fundraising events for Visyon - such as sponsored challenges, bake sales, fitness events, or community-led activities. This role ensures Visyon's amazing supporters feel informed, appreciated and connected to our mission.

The ECS Steward will:

- Build strong relationships with community fundraisers
- Encourage repeat supporters and long-term engagement
- Ensure all "in aid of" events run safely, ethically and in line with charity sector standards.

Key Responsibilities

The ECS Steward provides guidance and support to those organising events within their own community and/or workplace. They do not run these events but provide 'light-touch' guidance and stewardship. This may include:

- Welcoming new supporters and helping them get started with their fundraising idea
- Sending out Visyon's fundraising guidance pack and answering basic queries by email or phone
- Keeping in touch with supporters throughout their fundraising journey (check-ins, encouragement, updates)
- Ensuring supporters understand how to safely and legally fundraise in aid of the charity
- Encouraging supporters to share their events and recruit additional participants
- Helping turn one-off fundraisers into regular or repeat supporters
- Ensuring all funds raised are accurately recorded and banked following Visyon procedures
- Celebrating achievements and helping supporters feel valued

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

Occasional optional attendance at supporter events if desired but not required.

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 ECS Steward to find a pattern that suits both availability and Visyon's operational needs.

Person Specification

The ECS Steward 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
- 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
- Organising events
- Motivating and encourage others
- Familiarity with Cheshire communities

What You’ll Gain

- Experience in community 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.