

Events Materials Organisation Project

We need help to organise what we take to public events

We are a registered charity, offering support and services to those experiencing mental health problems, including a Helpline, Counselling, Supported Housing, Forensic Advocacy and Wellbeing.

We are looking for someone to: -

- **List our physical display equipment**
- **Catalogue our numerous information leaflets**
- **Recommend display stands for information leaflets**
- **Catalogue the 'freebies' that we take to events**

Basildon Mind attends a small number (3-6) of external events each year. We have **physical equipment** including a gazebo, display table and pull-up banners. We also have a number of **information leaflets**, which we take to events. Finally we have '**freebies**' with our logo on, which we give out at events.

What will you be doing?

Key Aims

- Make a list of our physical events equipment, together with its storage location
- Search the internet and recommend a new weather-proof gazebo with sides
- Draw up a list of all our information leaflets with maximum and minimum quantities of each
- Search the internet and recommend some additional display stands for our leaflets
- Make a list of our 'freebies' (pens, stress balls) with maximum and minimum quantities of each

Work Hours, Start Date and Duration of Position

1.5-2 per week for 10-12 weeks.

What are we looking for?

To be successful you should be enthusiastic.

You should be able to talk to a range of people and be able to document your work.

You need to be able to work semi-independently and manage your own time.

What difference will you make?

Our presence at external events is critical as it portrays our charity to the general public and it provides an opportunity for us to help as many local people as possible with their mental health.

Therefore, ensuring that we have the correct physical equipment and the appropriate range and number of information leaflets and freebies to attract attention to our stand is critical to ensure success.

As a volunteer who spends quality time focussing on these tasks, you will help ensure we project our best external-facing image and help as many local people as possible.

Next Steps

If you have the experience required, please contact us volunteering@basmind.org. Thanks.

Basildon Mind is an Equal Opportunities employer, for whom life experience as well as formal qualifications, work experience and lived mental health experience is valid.