



Role Description

<u>Position:</u>	Support Builder
<u>Hours per week:</u>	as needed (hours T.B.C.)
<u>Salary:</u>	Voluntary role (unpaid)
<u>Reporting to:</u>	Trustees

Purpose

As the Support Builder, you will be a key player on our team, ensuring the effective contributions from the public and other organisations to support the financial well-being of our charity. Your efforts will directly impact our mission and make a meaningful difference in the lives of our community.

Main Duties

- Encourage people to sign-up the Rainbow Lottery, selecting **Impactful Lives** as their chosen charity for donations.
- Collect cash and card donations from people at events and activities.
- Serve as a Support Builder, to ensure people enjoy the activities and feel inspired to donate to our cause.
- Promote future events and fundraising opportunities.
- Set up and close down external events such as Herts Pride, North Herts Pride, Festivals, etc.
- Distribute leaflets to households, promoting our activities and services to build support for the LGBTQ+ movement.

Additional Requirements of the role:

- Writing funding applications.
- Seeking sponsorship from organisations and individuals.
- Developing strategies to boost the charity income to sustain and expand our services and activities.

Attend events for the promotion of **Impactful Lives'** campaigns and publicity.

- Participate in an annual Away Day – a day of collaboration and strategy to share information, review and improve the Business Plan.
- Use social media to showcase our activities, inspire more people to get involved, and drive donations for the charity.

Registered Office:

The Old Free School, George Street, Watford, Hertfordshire WD18 0BX

Telephone: 01923 231660 ask for Alex or Andrew

Email: ceo@il-org.uk

Website: www.il-org.uk

Impactful Lives is a Registered Charity

Charity Number: 1203136





- Attend conferences and network events to promote **Impactful Lives'** mission and stay updated on current trends and challenges surrounding the charity sector.
- Travelling geographic areas: Travel to and work within Hertfordshire.
- Work within the Policies and Procedures of **Impactful Lives** and ensure that the organisation Aims and ethos are being met.
- Adopt the Mission of **Impactful Lives** throughout your interactions and work.
- Encourage everyone to work towards our vision.
- Contribute to marketing, publicity and sales campaign materials.
- Working with vulnerable adults or children: person-centred planning and support planning where appropriate (an enhanced DBS is a requirement of this role).
- Abide by Data Protection, keeping confidential and accurate records, including ***only*** storing client information files on **Impactful Lives** database and undertake all quantitative and qualitative monitoring within expected timeframes whilst also adhering to Data Protection registration and purposes.
- Work in accordance with and actively promote the values of **Impactful Lives**, including equality, diversity and inclusion.
- Actively participate in **Impactful Lives** training and Away Days as well as Management Team meetings.
- Work within the framework of **Impactful Lives'** policies and procedures, particularly in terms of confidentiality and safeguarding.
- Embrace and implement evolving practices that may arise to effectively meet the requirements of this role.

It is a requirement of this role that all Consultants and Support Officers have a clean enhanced DBS clearance before commencing any work. DBS online is the preferred method of checking. If you do not currently have an online (portable) enhanced DBS, one will be processed for you.

The cost of the DBS for volunteers is paid by Impactful Lives.

Students on placement will fall within the responsibility of the University. All training materials, exercises and support processes developed during your role are copyright and remain as Intellectual Property of **Impactful Lives**.

August 2024

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