



Role Information – Event Organiser

An exciting opportunity to join PROJECT:TALK CIC's team of committed volunteers as

EVENT ORGANISER

Our vision

We are PROJECT:TALK CIC, a Community Interest Company established in early 2020 with a mission to change the way we view mental health by pioneering mental fitness, embracing mutual-aid supports led by communities of young people. We are a rapidly growing, forward thinking organisation who respect the complexities and individuality of the challenges many of us face whilst believing in the capability of individuals to make real change when enabled and well supported.

Our team of dedicated volunteers work nationally to provide communities with a comprehensive set of tools and resources to improve their collective mental fitness; by proactively preparing our minds with the resources it will need when it's under stress, as you would physically train your body when preparing for a marathon, we are better able to navigate difficult situations when they arise or seize opportunities presented to us. One of the most pertinent contributing factors to our mental fitness is the support network and resources that surround each one of us. It is here that we focus our work.

Through bespoke training, community events and our highly accessible peer to peer support models, we utilise the enthusiasm of passionate individuals to make their community a place where each and every person can thrive. Whether this be a school, university, community group or workplace, we pride ourselves in delivering a sustainable, cost effective package that not only raises awareness but also equips individuals with tools that can facilitate potentially lifesaving conversations. Our profits are reinvested to fund projects led by those who know their community best, such as a therapeutic arts programme at the University of Bristol.

We are committed to our vision of building a future in which young people have the tools and networks so they can support themselves and others to grow mental fitness.

Our impact

Each year, PROJECT:TALK strives to work with around 2,000 young people through educational settings, to:

1. Pioneer Mental Fitness (MF) through mutual aid supports led by young people, and campaign for positive changes in society's approach to youth mental health
2. Give students at educational institutions the opportunity to become MF Ambassadors, equipping them with the tools to: a) support themselves; and b) volunteer to provide peer-support to others.
3. Train university students to apply MF tools in their community as well as in their future vocation as doctors or other professional roles that have potential to impact on the mental wellbeing and proactivity of others.
4. Embed MF as a consistent approach in the culture of educational institutions supporting young people aged 16+ in their transition from school to university and into the world of work.

Through these initiatives, people can volunteer with PROJECT:TALK to:

- Pioneer mental fitness, encouraging a proactive approach to wellbeing in their own community
- Educate those around them with tools to better understand themselves and support others
- Make mental fitness more accessibility by increasing both visibility and variety of support, as well as helping peer to navigate existing services.

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Our team

PROJECT:TALK operates through a core network of young volunteers and ambassadors, with a current team of 9 volunteers due to double in size over the next 6 months. The primary delivery base is located at Bristol University, with partnerships in other locations including Cardiff and Queen Mary universities. PROJECT:TALK's values emphasise how the organisation operates:

- **Passionate** – in our belief to promote mental fitness, working through a team of volunteers who bring their own personal passions to address society's approach to youth mental health
- **Pioneering** – in our innovative focus to equip young people and future professionals with the mental fitness tools to support themselves and others in their community
- **Pro-active** – in our approach to invest in positive mental fitness that can both prevent young people's health needs and maximise their growth opportunities
- **Purposeful** – in our focus on achieving the greatest social impact by increasing supports for young people to lead their own mental health solutions, whether through education institutions, in training for professions such as doctors, or in other community settings.
- **Partnership** – we always seek to work with others to achieve the most comprehensive, accessible support for young people, from local and national partner organisations to our network of peer-led mental fitness ambassadors and other community supporters.

About the Event Organiser Role

Role name: Event Organiser x 2

Role type: Voluntary commitment

Reports to: WALK TO:TALK Project Manager, Operations Assistant, Head of Operations, Delivery & Development, Directors

Term: Permanent, approx. 2-4 hours per week but variable depending on what we have going on and whether there is a new event coming up!

We are looking for committed, highly driven individuals to join our team of forward-thinking students and graduates as an Events Organiser. Though it would be welcomed, the ideal candidate need not have excessive previous events experience.

Our team are consistently learning together, and this opportunity will be a learning experience as well as an opportunity to make lasting change. We're searching for someone who is eager to learn, innovate and keen to gain experience in working within a non-profit start-up. Many of our team have personal connections with our cause and are highly passionate about our offer, so PROJECT:TALK is a great place to network with like-minded people if this sounds like you.

As PROJECT:TALK is a rapidly growing, innovative organisation, it is important that the team execute well planned events to raise awareness and fundraising to help continue to build and expand our support in the community. The event organiser will be key in producing new ideas, helping organise and deliver the events both virtually and in-person across the UK – as well as maintaining events that are already established such as Mental Fitness Month (in May). WALK TO:TALK events can involve more than just walking, they can be any outdoor activity that aims to pioneer mental fitness for example live music evenings or food events! The Event Organisers aim to support the WALK TO:TALK Project Manager in delivering high quality events with good communication, organisation and new ways to expand WALK TO:TALK. There is always the opportunity to ask questions and develop new skills so you will never be left feeling out of your depth.

Your innovation, ideas and drive to make change will be matched with enthusiasm from the team giving you opportunity to help determine the direction in which we move and see ideas of your own blossom into reality.

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Key Responsibilities

Ensure regular communication and development of Event Plans with team meetings, both within the immediate team and amongst our wider network.

- Brainstorming potential event ideas and working closely with the rest of the CIC to execute plans
- Securing locations to run events and assist with paperwork where needed
- Development of event merchandise and creating means to distribute event details
- Willingness to contact potential event sponsors and communicate with participants
- Have Pre, During and Post event plans organised
- Assist with recruitment of new team members or event volunteers.
- Be available to assist with additional tasks as and when required.

Additional notes

Whilst all roles in our team are voluntary, we expect our team members to treat them seriously and with the same respect as they would a paid role. We are mindful that others, both internally and externally, are directly influenced by the work we do. We don't mind at all if you can't take on a task, need a week away or are having a bad day – just let us know as soon as possible so we can support you and redistribute workload.

Candidate requirements

Essential	Desirable
A basic knowledge of what organising and running an event would involve.	Experience with small and large scale events.
Familiarity with varying event styles eg in-person Walking event, online virtual events eg PROJECT:TALK's 'Mental Fitness Month'	Previously organised various events including managing council planning applications, Event Operations documents and training other event volunteers.
Personable, encouraging and constructive when giving advice and working in a team	Experience in leadership.
Enthusiasm for our cause and motivation to drive WALK TO:TALK forward with fundraising and sponsorship.	Personal experience and open to draw on personal challenges to influence work.
A willingness to learn on the job, using trial and error. Particularly when coming up with event ideas.	Experience in developing events, branding and operational procedures.
Uses their initiative to research and learn consistently, making use of any previous knowledge and experience to see previous experience no matter how minor.	Sees connections and has a great capacity to draw on previous knowledge and experience to see a possible way around problems.
Ability to use applications such as Microsoft Word and an appreciation for the importance of a professional, well presented documents and branding. Willingness to learn how to use Canva for basic graphic design and Enthuse as our events platform.	Experience in developing formatting professional looking documents and marketing for events. Experience in using Canva or similar applications. Experience with fundraising applications such as Enthuse or JustGiving.

Desirable Skills and Qualities

- A drive to make change, using a solution focussed approach.
- A problem solver who sees obstacles as challenges to overcome rather than barriers to stop them.
- Uses their own initiative to suggest improvements and take the lead on tasks.
- Motivated and enthusiastic.

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- Not afraid to take on tasks that they don't have previous experience in, being comfortable with not always getting it right first time (we're all new to this and learn together),
- Sensitive and empathetic.
- Pays attention to detail and takes pride in their work.
- A team player, reliable and dependable.
- Flexible and thinks on their feet.

Application process

Please fill out our [application form](#) to apply.

Shortly after this date, we will be in touch to let you know if we are able to invite you for interview.

Interviews will take form of a relaxed discussion with Daisy and George, our Directors, or our Operations Assistant, giving you a chance to establish whether this is the role for you as well as us to find out more about you.