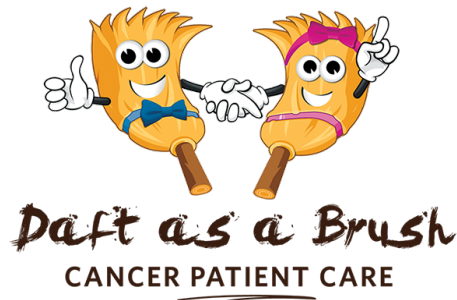




Volunteer Role Description & Person Specification

Role Title: Talks and Cheque Presentations Volunteer

Reports to: Fundraising and Events Officer (or nominated staff contact)

Location: Schools, clubs, community venues, and cheque presentation events across the area

Time commitment: Flexible; some evening and weekend work may be required

Expenses: Out-of-pocket expenses reimbursed in line with DAAB policy

Checks: Reference and **DBS check required** for school involvement

Why this role matters (the “job purpose” bit)

Sharing the story and mission of Daft as a Brush is vital for raising awareness and inspiring support. As a Talks and Cheque Presentations Volunteer, you'll deliver engaging presentations to schools, clubs, and community groups, and attend cheque presentations to thank donors and collect donations. Whether you're a natural storyteller or just keen to give it a go, you'll be helping to spread the word, celebrate supporters, and encourage others to get involved.

What you'll do (key responsibilities)

Delivering talks

- Present to schools, clubs, and community groups using DAAB's approved materials and messaging.
- Adapt your style and content to suit different audiences, children, adults, or mixed groups.
- Answer questions and encourage discussion, always representing DAAB positively.

Cheque presentations & donation collection

- Attend cheque presentations at community events, schools, clubs, or businesses.

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- Speak on behalf of DAAB, thanking donors and supporters for their contributions.
- Collect donations and ensure they are handled securely, following DAAB's cash-handling procedures.
- Take photos (with permission) and share stories for DAAB's newsletter or social media.

Planning & coordination

- Liaise with DAAB staff to arrange dates, venues, and logistics for talks and presentations.
- Prepare resources—slides, leaflets, props—and ensure everything is ready for each session or event.
- Keep accurate records of talks delivered, presentations attended, and feedback received.

Travel & flexibility

- Travel to venues using your own car (with appropriate insurance and MOT), a DAAB vehicle (licence checks required), or public transport (expenses reimbursed).
- Be willing to help out at evenings and weekends when talks or presentations are scheduled.

Safeguarding & compliance

- Complete a DBS check for school involvement.
- Follow DAAB's safeguarding, health and safety, and data protection policies.
- Maintain confidentiality and professionalism at all times.

Person Specification

Essential (must-haves)

- Confident communicator, comfortable speaking to groups of all ages and at public events.
- Friendly, approachable, and able to adapt to different audiences.
- Reliable, organised, and able to manage your own schedule.
- Willingness to travel and work occasional evenings/weekends.
- Commitment to DAAB's values and safeguarding policies.
- Willingness to complete a DBS check for school talks.

Desirable (nice-to-haves)

- Experience in public speaking or community engagement.
- Experience attending or speaking at cheque presentations or similar events.
- Knowledge of DAAB's work and mission (training provided).
- Full UK driving licence and appropriate insurance/MOT if using your own vehicle.
- Sense of humour and a love of sharing stories.

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What you'll gain

- A warm, supportive team; induction and ongoing training.
 - Confidence and transferable skills in public speaking, event attendance, and community engagement.
 - The satisfaction of inspiring others, celebrating supporters, and raising awareness for a much-loved charity.
 - Reimbursed expenses in line with policy.
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Practical bits

- **Induction & training:** Presentation skills, DAAB messaging, cheque presentation etiquette, safeguarding, health and safety.
 - **Supervision:** Regular check-ins with your staff contact and open-door support from the team.
 - **Accessibility:** We'll make reasonable adjustments—please tell us what you need to volunteer comfortably.
 - **How to apply:** Complete the online application, clearly stating the role you are applying for.
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