



Ambassador Role Description

Role: Charity Ambassador (voluntary)

Responsible to: Supporter Relations Officer

Time commitment: Flexible (recommended 3 hours a month)

Location: United Kingdom

Background

The Architects Benevolent Society are dedicated to supporting past and present members of the wider architectural profession in times of need. We support over 1000 people a year across the UK by providing much needed financial assistance, wellbeing support, advice and guidance. We want more people in the professions we support to know about us and raise vital funds to continue supporting those who need it most.

Role Description

As an Ambassador, you will be part of a regionally based network, playing a key role in raising awareness of the Architects Benevolent Society (the Society) within the wider architectural profession; and in leading regional fundraising initiatives. This is a voluntary role which involves:

- **inspiring** people to support the charity
- **educating people** about what we do
- **increasing** the geographical reach of the Society.

What would we like our Ambassadors to do?

- **Liaise** with professional membership organisation representatives in the local area e.g, RIBA, CIAT, LI and other organisations such as universities
- Organise local **fundraising events**, ensuring that all donations and expressions of interest in fundraising and volunteering are passed back to the fundraising team
- **Deliver engaging talks** about the work of the charity using presentation materials and case studies supplied by the charity
- **Use social media** to contribute to the online presence of the Society
- **Encourage** practices and businesses to support us through joining our Corporate Supporter Scheme

This role suits you if you:

- Have strong communication skills
- Have an interest in charitable giving and fundraising
- Are interested in working with other volunteers in your area
- Are able to build and maintain strong interpersonal relationships
- Are proactive with a positive, enthusiastic attitude.

The benefits to you

- A sense of satisfaction and pride for helping to make a valuable difference within the profession



- Personal development training
- Experience working with a charity
- Meet new people
- Invitation to the annual Ambassador meet up event
- Recognition of your contribution on our website

Who are we looking for to be an Ambassador?

We are looking for people who:

- are **passionate** about the cause
- have **existing links and networks** within wider architectural profession e.g. works in the profession, works for member organisation or university, family member
- have **good communication and organisational** skills
- are **confident** in **approaching** practices to support our work
- are **willing** to ask different audience to support the charity through **fundraising** or **volunteering**.

How much time commitment is involved?

We would suggest a minimum of 3 hours per month and a minimum of a one year commitment to the role, due to our investment of time and resources in recruiting, training and supporting you as an Ambassador. We appreciate that Ambassadors are volunteers and will have other commitments alongside this role and as so there is always some flexibility in this.

How we will support you

We want to make sure that all Ambassadors feel equipped to carry out this role confidently and effectively, and so The Society's fundraising team will support you in a number of ways;

- a **welcome meeting** which will be 1:1 with one of the fundraising team or in a group with other Ambassadors if recruited at the same time.
- an **induction pack** containing presentation materials, case studies, information leaflets, fundraising materials and tips.
- **regular contact** with the fundraising team to provide updates on the Society and its work, and to offer any advice or guidance relating to your role.
- **liaison** with Ambassadors working in other regions to share ideas and information.

Expenses

We will reimburse any agreed out of pocket expenses incurred when carrying out this volunteer role in line with the Society's volunteer expenses policy.

General

In addition to the specific tasks outlined in this role description all Ambassadors are required to operate within the Society's relevant policies and guidelines.

More about the Architects Benevolent Society can be found on our website

www.absnet.org.uk