

PRAXIS CARE

AMBASSADOR ROLE

TITLE OF POST: AMBASSADOR
RESPONSIBLE TO: CHAIR, PRAXIS CARE BOARD

Purpose of the role

- To promote and increase awareness and understanding of the work of Praxis Care

Main tasks/activities

- To represent Praxis Care in the community
- To develop meaningful relationships and partnerships
- To recruit other supporters
- To identify and develop potential fundraising opportunities in the local community
- To distribute promotional materials

Responsibilities

Ambassadors will:

- Adhere to the Mission, Vision and Values of Praxis Care
- Act in the best interest of the charity at all times.
- Act with integrity to maintain and uphold the reputation of the charity, including any use of its name and logo
- Comply with the requirements of legislation and other regulators which govern the activities of the charity.
- Maintain absolute confidentiality about all sensitive/confidential information received.
- Inform the Board / SMT of any conflict of interest.
- Be courteous and considerate towards others and not discriminate against another person or organisation.
- Support the charity's Equal Opportunities and Diversity Policy and help promote the diversity of its members and supporters
- Accept that the ultimate responsibility for the affairs of the charity rest with the Management Team and Board of Praxis Care
- Undertake only activities that have been asked of you or cleared by the Board / SMT
- Conduct themselves in a safe and responsible manner and not to act in a way that may put themselves or others at risk

Training, Support and Supervision

Ambassadors will be supported by the Praxis Care Board and SMT to ensure access to information, guidance and advice. The Board and SMT will:

- ensure that Ambassadors are adequately prepared, trained and informed
- provide an induction session and the opportunity to attend any in-house training as required
- provide up-to-date and relevant information on the charity's latest activities and promotional materials and policies and procedures
- provide adequate advance notification of events
- celebrate success and recognise loyalty and dedication
- ensure the health, safety and welfare of all Ambassadors whilst undertaking their activities
- facilitate reasonable out of pocket expenses in line with the organisation's expenses policy.
- facilitate a review after the first three months and then annually thereafter

PROFILE

Qualities and Skills

- Passionate enthusiastic and confident
- Good communication skills
- Ability to work on own initiative
- Good organisational skills

Desirable

- Access to a vehicle or good public transport
- If using own car, you will be required to complete our Driver Safety documentation and show your Driving Licence, current MOT and appropriate insurance

Time Commitment

- Flexible.

Location

- Local/regional.

Selection Procedure

- Complete a registration form and provide 2 references (*not required for existing Board Members who wish to become ambassadors*)
- An informal interview with the Board / SMT

The duties and responsibilities outlined above are not meant to be definite or restrictive and may be modified to meet changing needs.