



# MARJORIE WILLIS

*Supporting Young People Through Education*

— EDUCATIONAL FOUNDATION —

## Marjorie Willis Ambassador

### Introduction

Marjorie Willis Educational Foundation (MWEF) is a registered charity that supports the education of students at Alderbrook school.

The charity wishes to recruit 2 students to act as ambassadors representing the charity on a voluntary basis with the purpose of raising awareness about the work we undertake and supporting fundraising.

### What will an Ambassador do?

This is a varied role and you can expect to complete at least 3 of the following activities:

- Create publicity and promotional material.
- Arrange publicity and fundraising activities for the charity
- Assist the trustees achieve their annual fundraising targets.
- Liaise with school staff and leaders concerning events and activities
- Represent the charity at promotional and fundraising event
- Raise awareness of the Charity through talking to students, friends and family and on social media

### What Skills / Experience will an Ambassador need?

- Be a confident speaker with excellent communication skills
- Good organisational skills
- Reliable and professional demeanour
- A personal and friendly manner
- Flexibility to be called upon when needed
- An honest and trustworthy nature
- An ability to use your own initiative and to work unsupervised

## Application Process

Should you wish to apply, then please complete the application form.  
[Also available on our website <https://mwef.org.uk/ambassador>]

Your application should be supported by a member of staff.

You will need consent from your parent / guardian.

We will review applications and invite a shortlist for a short interview.

## What will the charity will do for you, if you are offered the role

Provide experience of working for a charity

Provide support and coaching

Provide a reference

Provide the resources needed to succeed in the role, including:

- Induction to the charity and the role
- Payment of pre-approved, reasonable out-of-pocket expenses
- Access to the trustees, who will support you and answer any queries you have.
- Provision of an email address for charity communication
- Access to our secure shared file storage system for collaboration
- Access to our online graphics design system for creation of publicity materials

## What we expect from you

- Ensure that your school studies are a priority and you maintain your progress.
- Always represent the best interests of the charity
- Meet with the trustees on an agreed (probably monthly) basis
- Raise any issues or concerns with the trustees as soon as they occur
- Observe any safeguarding requirements.

[The Trustees are also governors and adhere to the schools safeguarding policy and principles].

## Further Information

Check out our website [mwef.org.uk](http://mwef.org.uk) or email any questions to [enquiries@mwef.org.uk](mailto:enquiries@mwef.org.uk)



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## Marjorie Willis Ambassador - Application

### About You

Full Name	
Address	
Phone Number(s)	
Email Address	
Personal Statement (Why you are applying, your skills and experience)	
Signature	

## Teachers Support

Name of teacher	
Supporting Statement	
Signature	

## Parental / Guardian Consent

Name of Parent / Guardian	
Consent Statement	<p>As parent / guardian I give my consent for</p> <p>_____</p> <p>to act as a charity ambassador for the Marjorie Willis Educational foundation.</p> <p>I give consent for the charity to hold personal information* as it relates to this role. I understand that I can contact the trustees or the head teacher should I have any questions or concerns.</p>
Signature	

\*Our privacy policy can be found on our website.