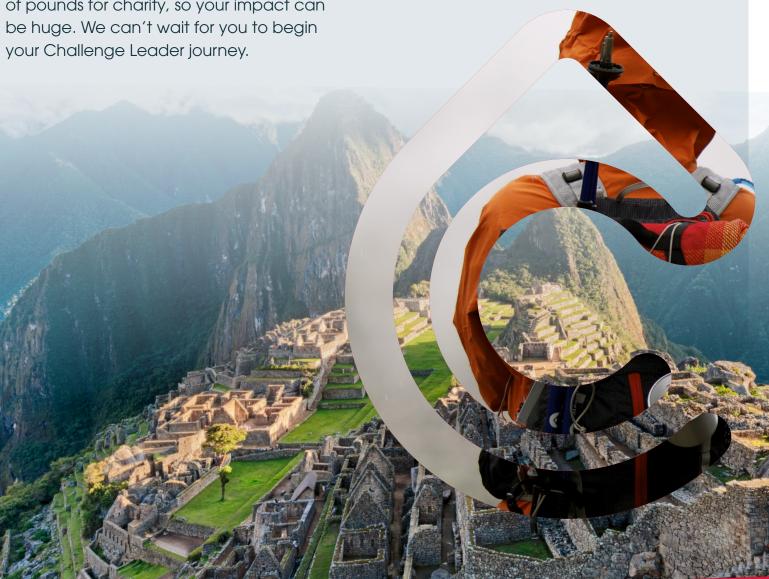


INTRODUCTION

The purpose of this document is to outline the scope and responsibilities of the Challenge Leader role, incentives associated with the position and the support that will be provided by Choose a Challenge and the charity partner.

Challenge leaders embody Choose a Challenge's mission to create life-changing challenges that bring people together and have a positive impact on the world. Every one of your fellow students that joins you for your challenge event has the potential to raise thousands of pounds for charity, so your impact can be huge. We can't wait for you to begin your Challenge Leader journey.



CL RESPONSIBILITIES

CHALLENGE LEADER RESPONSIBILITIES

- Design and deliver a **recruitment** plan with your Choose a Challenge Campus Account Manager.
- Attend the following events hosted by Choose a Challenge:
- Challenge Leader Training Day
- Freshers Fair
- Challenge Information Meetings. Welcome Meeting for challenge
- participants.
- Any additional meetings and events where Choose a Challenge and charity representatives are present.
- Regular catch-ups with your Campus Account Manager.
- Maintain clear and open communications with your team, Campus Account Manager and representatives of your chosen charity, providing notice of when you may not be contactable (e.g. exáms, holidays).
- Register for the challenge you are leading in aid of your selected charity, no later than 10 days before the challenge information meeting.
- Meet or exceed your **minimum** fundraising target.
- Support your team to help them meet or exceed their individual minimum fundraising targets with help from my charity representative.
- Encourage participation in our Choose a Challenge extension trips.

- Coordinate team fundraising activities including street collections and events (e.g. a pub quiz).
- Organisé regular team socials and/ or training walks to help motivate and build relationships in the team, or appoint a Social Secretary to ensure these take place.
- Oversee the Team group chat: posting important updates, boosting team engagement, and sharing relevant posts from the Choose a Challenge Forums and the charity's student page.
- Interact with the challenge team forum on a weekly basis to maintain an active and supportive community.
- Comply with Choose a Challenge's privacy and data protection policy.
- Act as a **spokesperson** for your team on the challenge, ensuring they are aware of meeting & departure times and daily plans by liaising with Choose a Challenge staff.
- Run workshops for your team to help them prepare for the challenge (for example, a training and kit workshop).
- Coordinate the return of fundraising materials to the charity after the challenge including organising a drop- off point on campus.



RESPONSIBILITIES

Charity Responsibilities:

- Meet with Challenge Leaders to explain their role and responsibilities prior to the start of the fundraising period.
- Be available throughout the fundraising period to support Challenge Leaders, by phone and email during regular office hours or in person with reasonable notice, providing notice of any periods when not contactable.
- Deliver any training that Challenge Leaders need to fulfil their role and give the best possible support to students signed up for a challenge.
- ♦ Support Challenge Leaders to organise and deliver at least two fundraising workshops over the course of the fundraising period.
- ♦ Support Challenge Leaders to organise and enable student-led fundraising events.
- Work with Challenge Leaders to organise large-scale events that the whole team is invited to. These could include RAG raids, other collections, fundraising challenges (virtual or physical) and anything else you would like to try.
- Track fundraising progress of student fundraisers and identify those that will need additional support to hit their targets.
- ♦ Issue regular updates to all student fundraisers with fundraising ideas and advice on how to access fundraising resources.
- At the charity's discretion, offer a fundraising discount on fulfilment of requirements, the details of which to be agreed directly with the charity.



CHALLENGE LEADER BENEFITS

The Challenge Leader role is a powerful CV addition, demonstrating skills and experience in project management, charity sector work, leadership and marketing. In addition, Challenge Leaders enjoy the following benefits:



SIGNATURES

BY SIGNING BELOW I CONFIRM I HAVE READ AND UNDERSTOOD THE ABOVE AND I ACCEPT THE ROLE OF CHALLENGE LEADER .
Name:
Signature:
Date:
BY SIGNING BELOW ON BEHALF OF CHOOSE A CHALLENGE I AGREE TO SUPPORT THE ABOVE CHALLENGE LEADER AS OUTLINED IN THIS DOCUMENT:
Name:
Signature:
Date:
BY SIGNING BELOW ON BEHALF OF THE CHARITY I AGREE TO SUPPORT THE ABOVE CHALLENGE LEADER AS OUTLINED IN THIS DOCUMENT:
Name:
Signature:
Date:
Charity: