



Volunteer Role Description

Events and Fundraising Volunteer (Occombe and other sites)

Practical work with the Events team: Covering events operations and Trust fundraising activities

Location: Various

Times: Various

Accessibility: Dependant on location

Accountable to: Laura Ballard – events officer

Expenses: Reimbursement of travel costs between home and volunteering location.

Purpose of role:

- Assist with Trust fundraising events and efforts
- Support the work of the Events team
- To promote the Trust and help to increase charitable revenue

Tasks:

(These are the possible tasks but volunteers will not necessarily be expected to carry out all of them.)

- Street / supermarket collections
- Selling raffle tickets
- Event Stewarding
- Event preparation
- Promoting the Trust and its activities at outside events
- Basic office/admin duties
- Post event litter clearance
- Working in compliance with the Trust's emergency procedures and Health and Safety Policy at all times.

All these arrangements are binding in honour only and not intended to be legally binding.



Person Specification

Events and Fundraising Volunteer

	Essential	Desirable
Qualifications	None	Completed or working towards, events or fundraising qualification,
Experience	None	Cash handling, office work, event stewardship
Skills & Knowledge	None	Knowledge of the Trust and its aims
Attributes	Willingness to work as part of a team Flexibility Sense of humour! Commitment	Interest in and desire to learn more about the events industry. Interest in working in the charity sector