

# Volunteer Role Description

## Event Volunteer

Event Volunteers play a crucial role in our events programme, providing valuable support to the event team. They also enhance visitor experience of our events, acting as ambassadors for the Trust and helping to raise awareness of its work.

### What this volunteering role offers you

Volunteering for the Trust as an event volunteer gives you the chance to:

- develop your people skills;
- work as part of a friendly and supportive team;
- learn more about the work of the Trust;
- increase your knowledge and understanding of Torbay's natural environment and
- gain experience of the events industry and/or fundraising.

You will also have the opportunity to participate in special events and activities run exclusively for volunteers.

### Main Tasks

As an event volunteer you can expect to be helping with a variety of tasks. We will usually agree your role before the event and you can tell us if there are any activities you would not feel comfortable doing.

#### Event ambassador:

- Acting as a point of contact for attendees, this could involve giving directions, providing information about activities, etc.
- Meeting, greeting and directing members of the public.

#### Event steward:

- Helping at the road crossing from car park to the event
- Directing cars to appropriate parking spaces
- Checking tickets and monitoring the number of attendees

#### Fundraiser:

- Selling raffle tickets
- Helping with the donation collection
- Running additional fundraising activities

#### General event volunteer:

- Serving refreshments
- Delivering event leaflets to local houses, sourcing poster display spots in shops, etc.
- Helping with letters of thanks to sponsors and supporters

Where possible we try to arrange enough help to enable time for everyone to join in with some of the activities and spend some time looking round the event.

As part of your role we will ask you to observe Trust policies and procedures, in particular:

- observe all Health and Safety requirements as directed by members of staff and
- become familiar with and follow the Trust's policy on Safeguarding at all times

## About you

This is an ideal role for anyone who:

- enjoys meeting new people
- is enthusiastic and friendly
- is reasonably confident in themselves
- likes working as part of a team
- is flexible and willing to work outdoors

If you have specific skills and experience that you think might be useful – such as event management, using walkie-talkies, or customer service – please let us know when you apply.

## Other Information

<b>Location</b>	Most events take place at either Occombe Farm or Cockington Country Park. Occasional events and activities may take place in the wider Torbay area.
<b>Time commitment</b>	Hours can vary depending on the time of year, with both full and part-day sessions. The Trust holds daytime and evening events. All hours will be pre-arranged with you.
<b>Volunteer Manager</b>	Laura Ballard – Events Manager or Hannah Worthington – Green Heart Access Officer (Cockington Country Park)
<b>Training/Resources</b>	All our volunteers receive an induction where they are given appropriate training and information relevant to their role and the tasks they will undertake. There may be opportunities to participate in further training as required for individual roles and/or volunteers.
<b>Expenses</b>	Out-of-pocket travel expenses between your home and the volunteering place will be paid, as agreed in advance.
<b>Accessibility</b>	Dependent on site.

## About the Torbay Coast and Countryside Trust

Torbay Coast and Countryside Trust is a registered charity formed in 1999 to protect and enhance Torbay's unique and special natural and built heritage. The Trust exists because Torbay has an outstanding natural environment and heritage that needs special care and attention. Our aim is to provide a high quality environment where people and wildlife can flourish. We care for 1750 acres of land, which includes 76% of Torbay's Public Open Space, 88% of Torbay's Natural Greenspace and 50% of Torbay's beautiful coastline. And our activities are wide-ranging but all link to a clear goal of environmental, social and economic regeneration.

## What to do if you are interested

If you would like to find out more about becoming a volunteer and helping the Torbay Coast and Countryside Trust look after Torbay's special green spaces you can contact us in the following ways:

Email: [info@countrieside-trust.org.uk](mailto:info@countrieside-trust.org.uk)

Telephone: **01803 520022**

You can also download a registration form from the volunteering pages on our website: [www.countrieside-trust.org.uk](http://www.countrieside-trust.org.uk)

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