

Volunteer Task Description and Person Specification

Role	Events Volunteer
Reporting to	Lead Event Person
Time Period	Ongoing

Purpose:

- To provide support in the planning and delivery of a range of events and activities within the community on behalf of Child Dynamix, this may include during weekdays, school holidays, evenings and weekends
- To actively promote the charity providing information about the services Child Dynamix has to offer
- To support and engage others in charity event opportunities

Tasks available for volunteers:

- Be involved in the planning and delivery of events and fundraising activities
- To help with the promotion and publicity of events and activities including the distribution of posters, leaflets and charity information
- Assist at events and support the lead event person
- To help with the transportation of promotional items and equipment between and to venues when necessary
- To help with the set-up and putting away of equipment at events and activities
- To work as part of a team of staff and volunteers

Personal qualities:

<p>Relevant experience</p> <ul style="list-style-type: none"> • Previous experience of working with the community • A good understanding and willingness to follow health and safety procedures as well as manual handling procedures when moving or lifting equipment. • An ability to listen and communicate 	<p>Skills</p> <ul style="list-style-type: none"> • Enthusiasm and interest for the event • Happy to communicate with different people • Comfortable in different social settings • Willing to develop skills around working with confidence in the community • Good planning and organisational skills
<p>Knowledge</p> <ul style="list-style-type: none"> • Positive attitude to equal opportunities • A desire to undertake role specific training and a commitment to learning 	<p>Communication skills</p> <ul style="list-style-type: none"> • Able to engage and communicate with the community • Contactable via telephone and/or email • Happy to talk with staff and other volunteers at team meetings
<p>Competencies</p> <ul style="list-style-type: none"> • Happy to work under the guidance and support of the Lead Event Person • Maintain regular contact with staff • Happy to work with other volunteers and be supportive to others • Able to maintain confidentiality • Keep any receipts needed to claim expenses • Able to manage your own time and be punctual and presentable • Able to use your initiative and ask for support when needed 	<p>Respect,</p> <ul style="list-style-type: none"> • Respect for others' opinions, beliefs and points of view • Comply with all policies, procedures and code of conduct set by Child Dynamix

Due to the nature of this volunteering work the provisions of Section 4(2) of the 1974 Rehabilitation of Offenders Act do not apply.

Information about convictions, which for other purposes are "spent" must therefore be disclosed but may not exclude you from becoming a volunteer with Child Dynamix.

Applicants will need to give permission for an enhanced Disclosure and Barring Service check to be made.

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