

Task Description and Person Specification

Events Volunteer

Aims

- To help provide support in the planning and delivery of events Child Dynamix is involved in
- To actively promote the charity, providing information about the services Child Dynamix has to offer
- To uphold safeguarding, health and safety, and organisational values at all times

Tasks

Tasks will vary dependent on the event being run, but can include the following:

- Helping with planning events and organising logistics
- Aiding with the promotion and publicity of events prior to them being run
- Helping both set up and clear away any items or equipment required at an event
- Representing Child Dynamix at the event
- Gathering material for social media during the event
- Helping with post-event analysis and gathering feedback

Person Specification

<p>Experience & Knowledge</p> <ul style="list-style-type: none"> • An understanding of and willingness to follow health and safety procedures and Safeguarding policies • Experience in supporting at events (desirable) • Willingness to receive any training required prior to the event 	<p>Skills & Competencies</p> <ul style="list-style-type: none"> • Ability to communicate confidently and clearly to event attendees, Child Dynamix staff and other volunteers • Ability to work within a team and follow instructions • Ability to be flexible and adaptable, and willing to carry out different tasks as directed by Child Dynamix staff • Organisational skills • Ability to stay calm under pressure
<p>Personal Attributes</p> <ul style="list-style-type: none"> • Friendly, warm, and approachable manner • Willingness to learn and take direction • Enthusiastic and positive • Able to manage your own time and be punctual and presentable • Able to use your initiative and ask for support when needed 	<p>Values</p> <ul style="list-style-type: none"> • Treats everyone with respect and in an inclusive manner • Acts with honesty, integrity, and professionalism • Promotes a safe, caring, and supportive atmosphere
<p>Essential Criteria</p> <ul style="list-style-type: none"> • 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, even those which are 'spent' must be disclosed • Applicants will be required to undergo an Enhanced Disclosure and Barring Service before they can begin volunteering • Volunteers must comply with all policies, procedures and code of conduct set by Child Dynamix • Ability to maintain confidentiality at all times • Volunteers must be available to work flexibly, as events may be run during evenings or weekends 	