

CARERS IN HERTFORDSHIRE

Volunteer Events Assistant Role Description



Want to meet new people and volunteer with our fundraising team? We rely on a brilliant team of helpers to make our events happen.

Our team of volunteer events assistants and staff love what they do! No event day is the same and no matter which event or activity you choose, we're sure you'll have lots of fun meeting some fantastic people whilst supporting our cause.

NAME OF POST	Volunteer Events Assistant – Hertfordshire
WHERE	This role covers Hertfordshire and the volunteer will need to be able to drive or travel within the county. Occasional visits to the charity's head office (based at 119 Fore Street, Hertford, SG14 1AX) may be required for training and meetings.
WHEN AND HOW OFTEN	This is a flexible, varied and fun role! You can support our fundraising events in an ad hoc way that can fit with your commitments or in a more longer-term volunteer role where you help to plan and organise them. Hours vary with events, however we typically need volunteers for 1-2 hours at an event and the time of day is dependant on the event.
ABOUT	We are looking for an enthusiastic person who can provide support to the fundraising team and staff on the event days. Main Duties: <ul style="list-style-type: none">• Helping at stands and stalls to give out resources and engage with supporters• Holding bucket collections to turn pennies into pounds• Practical on-the-day support to ensure the smooth running of events
WHAT WE ARE LOOKING FOR	If you are enthusiastic, reliable, have great communication skills, a positive can-do attitude and are passionate about supporting unpaid carers we would love to hear from you.
WHAT YOU CAN GAIN FROM THIS OPPORTUNITY	Experience of volunteering within our charity and the opportunity to meet other people. An understanding and practical experience of how to plan and run a fundraising event. New skills, increased confidence and valuable work experience. An understanding of the charity and how to raise awareness of Carers in Hertfordshire in the local community.
GENERAL INFORMATION	All volunteers will attend an induction and complete Safeguarding training. You will need to be a car driver (with clean licence) or have access to transport and be able to travel to and from events.
ADDITIONAL INFORMATION	Travel Expenses can be paid up to a certain amount with prior agreement with the Fundraising Team.

If this sounds like something you would enjoy or would like to learn more about, please contact us:

Telephone: 01992 58 69 69

Email: volunteer@carersinherts.org.uk

Website: www.carersinherts.org.uk/volunteer