

## Events Volunteers role profile



We are seeking volunteers to organise events - in particular, one small conference-style event later on in 2017, and small local pop-up stall events at shopping centres to launch the "Can't Wait" card. Volunteers could take ownership of one or more of these events, or collaborate with other volunteers.

### **About SGDEN**

South Gloucestershire Disability Equality Network (SGDEN) works to make life better for disabled people in the area.

We bring together local disabled people and the organisations who work with them to speak out collectively about what will improve lives.

We aim to provide services and events useful to disabled people through events, open meetings, newsletters, social media and work with other local organisations.

### **What will I be doing?**

- Help to organise, attend and follow up one or more events
- Arrange, where applicable, a venue, drinks and a buffet, liaise with other organisations/speakers, carry out checks regarding risk and disabled access
- Organise publicity materials and advertise the event through networks, press, social media etc. in collaboration with other volunteers/staff
- Attend on the day; provide a warm welcome to guests, set up the venue, prepare any activities, arrange information and signage, liaise with speakers and guests
- Collect any necessary information from attendees
- If you are able, carry out any follow up to the event- this might be working with other organisations to work on issues which have arisen from the event, putting together networks of contacts, writing a report/piece for the press

[Please note that SGDEN staff will support this role and can help with links/suggestions for venues, other organisations to involve etc]

### **When/where will I be volunteering?**

The role can be carried out flexibly and from home (the events must take place in South Gloucestershire and candidates must be able to attend), ideally on a Thursday or Friday (these are staff working days).

Roughly 1-3 hours per week (depending on level of experience of the candidate), with more time in the run up to the events.

### **What skills and experience do I need?**

- Empathy with the ethos of the organisation
- Pro-active, able to motivate yourself and take initiative
- Methodical and attentive to detail
- Friendly and flexible
- Ability to work with confidential information
- Experience in organising events would be a benefit but is not required

### **What will I get from volunteering with SGDEN?**

- On-going support and supervision with SGDEN staff
- Opportunities for volunteer progression and training where appropriate
- The opportunity to develop skills, gain experience volunteering for a charity, and experience in the events field
- Reference for paid or further voluntary positions
- Out of pocket expenses including travel expenses

### **How do I apply?**

Please email to [sophie@sgden.org.uk](mailto:sophie@sgden.org.uk) or post to SDGEN c/o CVS, Poole Court, Poole Court Drive, Yate BS37 5PP:

- Your CV
- A short description of what skills and experience you could bring to this role, and what you hope to gain from your volunteering
- Information on your time commitments over the coming year, which of the events you would like to get involved with, and the level of involvement you would like to have
- Contact details for two references, one of whom should be in a professional context (one or both references may be taken up)