

VOLUNTEER ROLES

Events and Communications
Volunteer



Volunteer Role Description

Purpose	To support the work of George House Trust through helping with events and communications. Events and Communications volunteers will support the organisation and co-ordination of events we attend throughout Greater Manchester.
Work Area	Events
Key Activities	As an Events and Communications Volunteer, you'll be supporting the Events team to ensure George House Trust has a presence at events throughout Greater Manchester, as well as co-ordinating volunteers to attend these events. You will gain a wealth of experience in public engagement, event organisation, co-ordinating small teams of volunteers. Key tasks include: <ul style="list-style-type: none"> ▪ Organising George House Trust's presence at events such as Manchester Pride and World AIDS Day ▪ Attending events and raising awareness of George House Trust ▪ Co-ordinating volunteers to attend events ▪ Managing promotional materials and creating events packs ▪ Creating innovating ways to engage the public at events ▪ Creating and delivering event-specific volunteer briefings ▪ Raising the online profile of George House Trust before, during and after events
Time Commitment	7 hours per week (can be spread across 2 days) for a minimum of 6 months
Location	This role is based in the office at George House Trust
Skills/experience required	<ul style="list-style-type: none"> ▪ Good communication skills ▪ Excellent organisational skills ▪ Excellent people skills ▪ Able to work professionally and politely with members of the public ▪ Able to give information clearly and accurately ▪ Punctual and reliable ▪ Ability to work as part of a team ▪ Understanding of George House Trust history and ethos ▪ Understanding of George House Trust organisational structure / services ▪ Good understanding of George House Trust confidentiality policy ▪ Good understanding of equality and diversity issues ▪ Ability to work independently ▪ Ability to record information clearly and accurately ▪
Training required	<ul style="list-style-type: none"> ▪ George House Trust's Volunteer Induction



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DBS required?	No
Supervision arrangements	<ul style="list-style-type: none">▪ Regular team meetings▪ Support and guidance from the Events and Promotions Assistant and Volunteer Co-ordinator▪ Quarterly volunteer team meetings
Further Information	For further information, or to get involved email rachel@ght.org.uk

