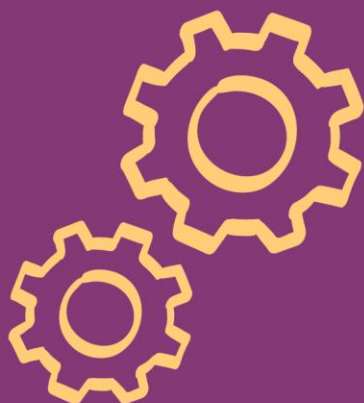




# Events Coordination Volunteer



# Volunteer Role Description

<b>Purpose</b>	To provide practical support to help staff organise a calendar of events and activities that are interesting, well organised and promoted widely.
<b>Work Area</b>	Office Support, Supporting People
<b>Key Activities</b>	<p>Our courses, events and sessions provide an opportunity for people living with HIV to meet others, enjoy activities and learn about HIV and other related topics. As an Events Coordinator Volunteer you will support staff in organising and promoting an engaging, fun and interesting calendar of events. This role calls for creativity, excellent communication skills and an eye for detail.</p> <p>Key tasks might include:</p> <ul style="list-style-type: none"> <li>▪ Supporting staff to organise activities, workshops and events</li> <li>▪ Coming up with event and workshop ideas</li> <li>▪ Liaising with external facilitators, organisations and businesses to book events</li> <li>▪ Organising room hire, catering and refreshments</li> <li>▪ Writing copy for our website, social media and the George House Trust e-newsletter</li> <li>▪ Liaising with relevant staff to promote events widely</li> <li>▪ Organising volunteer support for events</li> <li>▪ Liaising with staff to ensure monitoring forms and have been completed after each event</li> </ul> <p>We don't anticipate that you will do all these tasks. We will discuss this with you as part of the development of the role.</p>
<b>Time Commitment</b>	The commitment for this role is at least one half day per week
<b>Location</b>	This role is based in the office at George House Trust with the option of completing some tasks remotely
<b>Skills/experience required</b>	<ul style="list-style-type: none"> <li>▪ Good IT skills, including use of email and Microsoft Office</li> <li>▪ Willingness to learn how to use Civi CRM database</li> <li>▪ Confident communicator and a good telephone manner</li> <li>▪ Good level of written and spoken English</li> <li>▪ Organised, punctual and an eye for detail</li> <li>▪ Ability to work as part of a team and using own initiative</li> <li>▪ Good problem solver</li> <li>▪ Creative and good at generating new ideas</li> <li>▪ Have basic numeracy and literacy skills</li> </ul>
<b>Training required</b>	<ul style="list-style-type: none"> <li>▪ George House Trust Volunteer Induction</li> <li>▪ A commitment to complete one update training session per year</li> <li>▪ A commitment to attend regular volunteer team meetings</li> </ul>
<b>DBS required?</b>	No



# Volunteer Role Description

<b>Supervision arrangements</b>	Supervision will be provided by: <ul style="list-style-type: none"><li>▪ A George House Trust Service Adviser</li><li>▪ Volunteer team meetings</li></ul> One to one supervision on request with the Volunteer Co-ordinator
<b>Further Information</b>	For further information, or to get involved email <a href="mailto:rachel@ght.org.uk">rachel@ght.org.uk</a>

