

VOLUNTEER ROLE DESCRIPTION

EVENTS VOLUNTEER

Volunteer Role Summary

- This is a flexible and varied role that will involve working with the fundraising & events team to assist with events such as coffee mornings, stands at stores & fairs at various locations, collecting money at various stores and other fundraising activities.

What will I be doing?

- You can assist with **some or all** of the following tasks:
 - o Assisting with the setting up and packing down of events.
 - o Engaging with members of the public in a friendly and enthusiastic manner to raise awareness of the work Gables does and how people can support us.
 - o Helping on a stand, stall or with a game.
 - o Admin tasks such as stuffing envelopes for the quarterly magazine and wrapping lucky dips.
 - o Meeting and greeting people attending events.
 - o Bucket collections at various locations.
 - o Answering general enquiries and directing any specific questions to the appropriate member of staff.

What skills, qualifications or experiences do I need?

- Good communications skills.
- A calm friendly personality, patience, flexibility and the ability to follow instruction.
- Good organisational skills.
- Willingness to work as part of a team.
- Interest in and commitment to the work of Gables.
- Commitment and reliability.

What training and support will I receive?

- Volunteers will work with the volunteer co-ordinator and fundraising and events team who will provide ongoing guidance and support.
- Volunteers will attend an induction, which includes health and safety training.

What benefits are offered?

- Development of your knowledge and skills in supporting a fundraising and events team.
- Development of your communication, customer service & organisational skills.

- Volunteering is a great addition to your CV and you can receive a reference after 3 months of being a part of the team.
- You will receive 10% off all shop items and animal boarding.
- Helping with fundraising and events is a great way to meet people and socialise.
- Your time will contribute to local animal welfare and will help Gables ensure our animals have healthy, happy lives and unwanted or abandoned dogs and cats find new homes.

What time commitment is required?

- Flexible time commitment, pre-arranged with the Fundraising and Events team.
- Due to the nature of the activities planned, events can occur on any given day and at various times. Most events are on weekends or bank holidays and the events team could be required anytime between 8:30am to 4:30pm.

Where will I be working?

- Gables Farm Dogs & Cats Home and various locations across the county. Your own transport will be required for this role and you will need to add 'business use' to your vehicle insurance (the cost for which we will reimburse you for).

References:

- Two personal references are required.

Please Note:

- *This is an unpaid voluntary position.*
- *There are limited placements available.*
- *Candidates will be selected for a trial day if their application is shortlisted. This gives you the opportunity to see how we work, what the position involves and establish that you would like to volunteer at Gables. It also enables us to assess your suitability for the position further.*