

Volunteer Role Description



FRIENDS & FAMILIES
OF SPECIAL CHILDREN

REG CHARITY NO. 1140626

Title: Event Support Volunteer

Location: In and around Plymouth

Almost 1 in 5 people in the UK are living with a disability many of whom are children. So many families on this journey don't know where to turn and are extremely isolated, vulnerable in desperate need of support.

We want every family in Plymouth and the surrounding area on this journey to be supported so they can experience the best quality of life possible.

With your help, we can make this happen.

About the Role:

You will be volunteering within our fundraising and marketing team to help make our events as successful & as engaging as possible, and to promote and raise funds for our charity. Without the services Friends and Families provides, hundreds of local families would lose vital support. In order to secure the future of our charity we need to raise funds to secure our services and to raise our profile in our local community and you will play a important role in making this happen.

Duties and Responsibilities:

- Attend fundraising events organised by Friends and Families (and external parties if required) as part of the fundraising team
- Engage with the guests at events
- Help facilitate events through tasks such as selling raffle tickets, running auctions or welcoming guests
- Assist in setting up and packing up before and after fundraising events
- Attend activities and events for our families and engage with families and children at these events
- Follow Friends and Families policies and procedures

What are we looking for:

You need to have good interpersonal and communication skills, be good at time keeping and have a genuine interest in raising the profile of Friends and Families. You may be required to volunteer unsupervised after a probation period, so you will need to be proactive and assertive. A positive attitude and a friendly and approachable manner is essential as you will be representing the charity and speaking to the general public. A full driving licence and access to a car is not essential but would benefit you in this role. You will be required to show Friends and Families that you have adequate insurance.

What we offer:

Volunteering with Friends and Families is a fantastic and rewarding experience. You will be joining the Friends and Families team to help raise funds and awareness for our charity. We provide training for each of our volunteering roles and provide further opportunities where we can for you to develop your skills, knowledge and experience. This is a fantastic opportunity to engage with a much loved local charity, give something back and meet new people, as well as gaining new skills for the future.

We will also refund mileage at 40p per mile and cover reasonable expenses.

Training:

- To attend an induction and training day prior to commencing your volunteering role
- Report any concerns you have with your volunteering role
- Comply to all policies and procedures set by Friends and Families (Health and Safety and other charity policies will all be covered at induction)
- Training must be updated every two years with the fundraising team
- Role will be subject to a DBS check

Times:

Most volunteering opportunities will occur in the evenings on various days of the week

Who do I report to?

The Fundraising and Marketing Team:

Hannah Whiting - Community Fundraiser hannah@friendsandfamilies.org.uk / 01752 204369 (Option 5)

Diane Flynn – Marketing and Communications Officer diane@friendsandfamilies.org.uk / 01752 204369 (Option 5)

Duties NOT to be undertaken by a volunteer:

- Giving out personal details about yourself, or staff such as addresses and home telephone numbers
- Giving out any personal details of our service users
- Agreement to other fundraising/awareness events for the charity without permission from Friends and Families
- Using your personal phone to take photographs or recordings when representing the charity

Please sign below to confirm that you have seen and read this role description.

Name:.....

Signature:.....

Date:.....