



Volunteer Role Profile

ORGANISATION:	<i>Land of Oak & Iron, Groundwork NE & Cumbria</i>
JOB TITLE:	<i>Events Volunteer</i>
REPORTS TO:	<i>Kath Marshall-Ivens, Community Engagement Officer</i>
WORKING HOURS:	<i>Adhoc, occasional</i>
LOCATION:	<i>Various</i>
SALARY:	<i>Unpaid</i>

ROLE SUMMARY

To provide support to the Land of Oak & Iron staff team and partner organisations in organising and helping on the day at a range of events to promote the work of the Partnership and opportunities for local people to take part. The role may include some or all of the key tasks listed below, to be agreed with the individual.

KEY TASKS

- *To assist in identifying suitable events at which the Land of Oak & Iron could be represented*
- *To assist with planning for events, including publicity and promotion, e.g. putting up posters / distributing flyers around local communities*
- *To assist with setting up, carrying and taking down resources at events, e.g. tables, gazebo,*
- *To help out at events to include talking to people, running activities, taking photos, etc*
- *To assist with the evaluation of participants experience at events.*

Additional responsibilities

- Comply with the Trusts' Health and Safety policy in all employment practices.
- Comply with the Equal Opportunities Policy and Procedure in all employment practices.
- Comply with the Trusts' Performance Management Policy.
- Maintain the integrity of the Groundwork NE & Cumbria brand in all internal and external communications
- Maintain a proactive approach to your role and responsibilities along with a commitment to contribute and maintain the positive working ethos within the Trust.
- Maintain working knowledge of the policies and regulations governing the Trust.
- Assure attendance at staff meetings as requested.
- Undertake any training and development deemed necessary for the pursuance of the role.
- Work in a way that contributes to the continuous improvement of the Trusts' services and embraces the organisations quality initiatives.
- Any other duties commensurate with the level of the role.

These are responsibilities which we expect all of our volunteers to undertake.

CONTACT DETAILS

Kath Marshall-Ivens, Community Engagement Officer, Land of Oak & Iron, Groundwork NE & Cumbria
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