

Volunteer Role Description

Role Title	Fundraising Event Organiser
Based at	Geoffrey Udall Centre/in your local area
Responsible to:	Business Development Team
When	Any weekday plus attending events
Time Commitment:	Flexibility regarding day/times
Duration	Ongoing
General Purpose of the Role	<ul style="list-style-type: none"> • To organise fundraising events with the support of Thrive Fundraising Officers
Outline of Tasks	<p><u>Some of the tasks you may be involved in are:</u></p> <ul style="list-style-type: none"> • Venue research, selection and preparation • Entertainment sourcing • Ticketing • Promotion • Prize sourcing • Catering sourcing and preparation • Ensure events are run in line with Thrive guidelines and policies (for example, health & safety and handling money)
Skills and Personal qualities we need you to use.	<ul style="list-style-type: none"> • Excellent organisational skills • Good communication skills • Good with people • Computer literate • Reliable and trustworthy • Have initiative and can work on your own when necessary • Willingness to travel locally • Clean UK driving licence
Training, Support and Supervision you will be given	<ul style="list-style-type: none"> • A full introduction to the site and to the tasks • Training in relation to Health & Safety and any other training relevant to the tasks • Attend any in-house staff training as appropriate. • A review meeting with your named contact at least once every six months.
Benefits to volunteer	Make a real difference to the lives of people living with disabilities or ill health, gain valuable work experience and meet a wide variety of people.
General Duties	There are other general responsibilities and expectations set out in the Volunteer Agreement which you will need to sign before starting work with us.