



VOLUNTEER ROLE DESCRIPTION

Volunteer Role: Community Event Host

Key contacts: Operations Manager (Beacon)

Placement: Gorebridge Beacon

Time Commitment: we are looking for the right person to commit 1-2 hours per fortnight. There are no set hours, so the role can be completed at the discretion of the volunteer. Be able to attend events. Attend bi-monthly Operations Meetings (generally 2 hours).

INTRODUCTION

GCDT is an independent charity serving the local community of Gorebridge and the surrounding area which seeks to make Gorebridge a good place to live and work. We meet this objective by:

- Operating and managing the Gorebridge Community Hub (Gorebridge Beacon)
- Delivering projects (heritage, social, environmental)
- Working in partnership with other organisations
- Identifying, and delivering new initiatives to meet the needs of the community

ROLE PURPOSE

Do you love organising events? Are you a great planner? Love people? We would love your help.

Skills/Abilities and experience beneficial to the role

- A real desire to make a difference to people's lives
- An ability to work with individuals with a friendly and enthusiastic and friendly approach
- Be reliable and committed to community and the charity with an ability to empathise and engage with individuals from all walks of life, regardless of cultural or social background
- Previous experience or qualifications in event management or fundraising.
- Proficient in Microsoft Office. Experience with Mail Chimp, and Facebook is preferred.
- Excellent verbal and written communication skills.
- Is organised and loves developing relationships.

Tasks/responsibilities

- Assisting the development of new events - building awareness and creating 'meaningful spaces' for participants to connect.
- Coordinating event logistics and developing and maintaining the event checklist.
- Building awareness of each event through social media and other means
- Ensuring expenses and income are recorded and the budget is not exceeded.