

## **Events Assistant Role Description**

### **Summary**

Assisting with a variety of events, from all stages of event planning, through to facilitation at the events themselves

### **Outline of volunteer commitment sought**

- A regular commitment to assist in the office - but flexibly to fit around your other commitments of course
- To let us know as early as possible if you can't do something you had committed to
- To maintain a record of the time you spend volunteering
- To operate within our policies, in particular with regard to equality and diversity, health and safety and data protection. Failure to operate within our policies will mean we have to end the volunteer agreement with you.

### **Key activities**

- Administration of invitations / attendee responses
- Liaison with venues, caterers etc
- Preparation of packs, delegate lists, name badges etc
- Facilitation at events, including welcoming / assisting attendees, assisting with catering and drinks, clearing up after events

### **Our commitments to you**

- We will reimburse your travel costs and/or cover lunch costs to a maximum of £5 per day when working a full day
- We will train you and ensure you are suitable for the role
- We will ensure you have the support you need to undertake your role
- We will be flexible in our approach, giving you scope to develop your role and take on more responsibility in line with your commitment and skills, or scaling back or terminating your volunteer agreement if the role doesn't work out
- We will provide references for you

### **Qualities and skills needed for this role**

- Good IT skills
- Good planning and organisational skills
- Great communicator
- Confident in face to face interactions with a wide variety of people
- Committed to the values and aims of the Bristol Pound