



FOYH Events and Fundraising Volunteer Role Description

Purpose of the Role

Working as part of the Marketing & Comms Team(MCT), the Events and Fundraising Volunteer will help manage communication events and fund-raising activities, including managing well-established fund-raising events during the year including; Car Boot Sales, Parties, Quiz Nights, and other Special Events.

This role will increase the Friends opportunities to reach out to our communities, to extend awareness and encourage financial support.

Working within the MCT, the events and fundraising volunteer will build an effective programme of events working with other volunteers and trustees, using the range of different skills available to support the purpose and role of the FoYH across the local community.

Understandably the COVID 19 pandemic has changed the dynamics for organising our events imposing new limitations and restrictions, requiring us to develop a more structured event planning process with the coordination of resources, budgets, risk management and legal considerations.

Key Responsibilities

As part of a highly proactive marketing team the shared responsibilities will include:

- Produce proposals for events including timelines, venues, legal obligations, volunteer helper tasks and budgets, seeking help when needed.
- Manage and coordinate suppliers and event logistics.
- In association with the Hon Treasurer oversee budgets, costs, and financial income
- Implement marketing and media support for events with the MCT team.
- Ensure legal, insurance, health and safety and safeguarding obligations are followed.
- Troubleshoot on the day of the event to ensure all runs smoothly.
- Instruct and manage volunteer helpers at events.
- Oversee the efficient clean-up after events.
- Prepare reports and attend meetings.

Candidate Experience, skills, and qualities,

- Commitment to and ability to further the Values of FoYH
- Good communication skills both verbal and written
- Ability to identify problems and contribute to solutions quickly and diplomatically
- Work to deadlines and use initiative
- Experience in event management
- A team player with experience of working with a wide variety of volunteers
- An able negotiator with ability to manage a budget

