

Role Title: Events Assistant
Responsible to: Senior Community Developer and/or Coordinator for Adur and Worthing
Purpose of role: To support our Staff to run pop-up events and activities for older people.
Location: Various locations across Adur and Worthing such as, community spaces (e.g. halls//church halls), sheltered/retirement accommodation, other community venues.

About Age UK West Sussex, Brighton & Hove (AUKWSBH):

AUKWSBH is an independent local charity working to support older people, their families, and carers. For over 65 years we have been at the forefront of supporting local older people through our many essential services, as well as our clubs and activities which help to tackle loneliness and isolation.

About the role: This will be an important volunteer role to support the staff team at events, as these can get quite busy or require a lot of one-to-one work from staff.

How many volunteers do we need and when: Events do not occur evenly, therefore the role would be on an ad hoc basis as required. We may have several dates close together or the odd one here and there. Volunteers need to be flexible with their time, and several volunteers would be required to cover the role to ensure that at least one person was available for an event. Events generally last between 2 and 3 hours with additional set up and pack away time and they could take place in the morning or afternoon. The commitment would be between 3 and 4 hours depending on the nature of the event.

Main tasks:

- To help set up and implement the event: this may include moving chairs and tables around the space
- To assist in the setup of display boards/information stand, if needed
- To prepare for the serving of refreshments
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- To support clients/attendees to take part in group activities
- To support staff to inform participants of AUKWSBH services and be an “ambassador” for the organisation
- To help deliver a 1-1 activity if required
- To help tidy and pack up after the event

Role requirements:

- Good communication including good listening skills
- Friendly approach
- Reliability
- Comply with health and safety requirements

- Be physically able enough to move tables, chairs and other items with reasonable ease and without causing yourself undue harm
- A professional manner
- Enjoy working in a team
- Patience and understanding
- Able to maintain confidentiality but alert the staff member if you have any concerns about a client

How we will support you:
You will get ongoing support. You will also be invited to attend volunteer support sessions, where you will always be encouraged to share your thoughts and concerns.

Induction and training:
You will get a full induction and there will be training. This will help you to do the role well and confidently.

Benefits of volunteering:
- Gain experience in a customer-facing role
- Be part of a new service in a new hub
- Learn new IT skills
- Make new friends
- Learn about our Charity's work

You will make a big difference to the lives of older people in Brighton & Hove. This experience can help you build your skills or apply for paid jobs.

Volunteer Agreement:

I have read and understood the above role description and would like to become a volunteer for this service. Sign the agreement below and send it to richard.harris@ageukwsbh.org.uk

Print Name……..…

Date……..……