

Events & Engagement

Volunteer Role Description

The role involves assisting in planning, preparing and carrying out a range of varied events and activities for Age UK Stockport, and it offers particularly flexible volunteering opportunities. It is a chance to be part of something that has important benefits, as events and activities are about Age UK Stockport engaging with the community, providing information and other resources, and talking with and listening to local people to help us ensure quality and shape development.

What a volunteer does:

- Assists with the planning and organisation of events and engagement activities;
- Assists with administration tasks in relation to events and activities, including promotion and marketing;
- Attends and supports Age UK Stockport and other local partner's events and activities, helping to facilitate the activities as required on the day;
- Assists in low level fundraising, for example running raffles and tombola's to support event costs;
- Assists generally in activities undertaken to raise awareness and promote the services which Age UK Stockport provides;
- Supporting regular or occasional community fundraising activities, for example placing collection tins in public places, cake sales, coffee mornings etc.
- Assist in recording and keeping the required records for events and activities.

Personal qualities most suited to this role:

- Good and positive communication skills
- Enthusiastic and friendly
- Good initiative and /or creative
- Good organisational skills
- Work as part of a team
- Understands the need for confidentiality
- Reliable and honest
- Supportive of the value of older people in the community

Time Involved:

Events and engagement provides many opportunities for flexibility in volunteering as events take place both during and outside of work time hours. Support is particularly required on an 'as and when' needed basis to support the varied activities within our events calendar as well as on a more regular basis.

Role Specific Training:

There is no specific training required for this role; please refer to general guidance for organisational training

Limitations and Boundaries

This role is limited to involvement with events specifically agreed and organised by Age UK Stockport. Some events require observance to additional legal requirements which the lead officer will ensure are in place.

The role does not support home visiting or any cold calling.

Responsible to:

Communications and Events Officer

This Task Sheet must be read in conjunction with the Step Out Stockport & Age UK Stockport **General Guidance Sheet for Volunteers** which contains additional important information including about expenses, insurance, your privacy rights and other general matter.

Age UK Stockport is a local independent charity whose mission is working locally for your wellbeing. We are committed to the protection of Vulnerable Adults.