**Volunteer Role Description**

**Promotions & Events**

**Purpose of role**

We want to encourage more use of our services and more participation in activities at Age UK Merton by providing an excellent service and a warm welcome. Our volunteers are invaluable to this! This role description sets out the main areas of responsibility.

**Key Tasks**

* Devising an annual fundraising and special events calendar and assisting with the planning and delivery of these events
* Organisation of local events
* Printing promotional material for external and internal events
* Organising promotional material and flyers
* Making sure the organisation has enough promotional material / flyers in stock
* Advertising at events by speaking to people about Age UK Merton’s services

**Personal Specification**

* Great communication skills
* Excellent administrative and planning skills
* The ability to work on own initiative and know when to seek help and support
* Reliable and punctual
* Ability to follow instructions, both written and verbal
* Ability to work under pressure
* Ability to work within a team of other volunteers and staff