



VOLUNTEER JOB ROLE

- Role Title:** Volunteer Events Assistant
- Hours required:** This is a part time voluntary role with flexible hours and days to suit both the individual and the charity.
- Managed by:** Marketing and Fundraising Manager
- Location:** Rex House, William Road, Guildford
- Main Duties:** Our friendly Fundraising Department is looking for a volunteer who is interested in gaining experience with running events or who is looking for a career in events management.
- The role will be varied and interesting and could involve assisting in organising fundraising events in the community, set up and help on stands at health and wellbeing related conferences, meetings, workshops, community events etc. Promoting forthcoming events and campaigns and finding suitable locations to advertise the details, sourcing new events to attend to promote our services.
- Personal Qualities:** You need to be friendly, confident and enthusiastic. Ideally you will need to have a good working knowledge of Excel, Word and Outlook.

Registered Charity No: 1036450

October 2015