



VOLUNTEER ROLE

Title: Volunteer Events Assistant

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.

Hours: Part time role to suit the individual and the Charity

Supported by: Marketing Team

Location: Varies in the Godalming/Milford/Guildford area

Main Duties 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.

Desirable Skills

- Experience in an office environment - good working knowledge of Excel, Word, Outlook
- Excellent communication and organisation skills
- Friendly, confident and enthusiastic
- Self-motivated

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