

EVENT VOLUNTEER

ROLE PURPOSE – To welcome people attending an event, offering them the opportunity to find out more about the Diversity Trust and the work we do. Provide information about the activities, engagement opportunities and ‘giveaways’ available at the event.

MAIN SKILLS, EXPERIENCE AND QUALITIES (We would expect you to demonstrate how you meet these on your application form).

- A member of the LGBTQ+ community or ally
- Non-Judgmental attitudes and beliefs
- Willingness to learn
- Friendly and approachable
- Enthusiasm

OTHER SKILLS, EXPERIENCE AND QUALITIES (If you don't have all these, we can support your learning).

- Commitment to equality, diversity, equity and inclusion
- Planning and organisation skills
- Communication skills
- Teamwork

MAIN TASKS AND ACTIVITIES INVOLVED IN THIS ROLE - this may vary depending on the event you are volunteering at but may include:

- Attendance and contributing to pre-event planning meetings
- Involvement in promoting and advertising events
- Involvement in preparing event information, activities and ‘give aways’
- Participation at the event by welcoming those attending and offering information, promoting activity involvement, and providing ‘give aways’.
- Listen and record (where appropriate) the views and feedback provided by attendees.

- Encouraging and supporting engagement and participation in any event activities.

BY VOLUNTEERING WITH US, YOU CAN EXPECT: -

- An opportunity to be involved supporting community-based and equalities-led events and activities
- Support from our staff team (on site whilst volunteering and ongoing supervision from the volunteer coordinator)
- An induction before you volunteer about the Diversity Trust and your role
- Reimbursement of volunteer out of pocket expenses (in line with our volunteer expenses procedure)
- Opportunities to meet other people and develop connections
- To use your skills and experience to help others
- Confirmation of your volunteering reference

WHAT WE EXPECT OF OUR VOLUNTEERS: -

- A commitment to creating a fairer and safer society, particularly for minoritised and marginalised communities in our society
- A commitment to your volunteering role
- Let us know if you cannot meet your volunteering commitments – ideally at least 24 hours before you start volunteering.
- Letting us know if are experiencing any problems or need additional support whilst volunteering
- Carry out your volunteering commitments in line with all our policies and procedures and ensure you are demonstrating behaviours that align with the Diversity Trusts social objectives. mission, values, and how we work
- Attendance at a volunteer induction session
- Willingness to undertake a DBS check (level of which) depending on requirements of the role