

## VOLUNTEER ROLE DESCRIPTION

### EVENT SUPPORT

<b>REPORTS TO:</b>	Volunteer Support Officer
<b>RESPONSIBLE FOR:</b>	Occasionally volunteers
<b>LOCATION:</b>	South London – can include the Wandle, Beverley Brook and Hogsmill rivers

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The Wandle Trust is part of the South East Rivers Trust, which is an environmental charity dedicated to enhancing the health of rivers across the South East of England. The Trust is a member of the national **Rivers Trust** and is part of the **Living Wandle Landscape Partnership Scheme**, a programme which involves the local community in the restoration and enhancement of the River Wandle landscape.

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#### ROLE SUMMARY

Every year, the Wandle Trust runs a number of community events to engage local people with their local river and help them to contribute to their local environment. Our events range from physical habitat works as part of larger restoration projects to our popular River Cleanups on the Wandle which can attract up to 70 people in peak months.

To help us run enjoyable and efficient events, we are seeking enthusiastic volunteers to join our Events Team to organise, supervise and coordinate volunteers on the day.

You will receive full training for the role in return for attending an agreed number of events each year. The role is flexible and these time commitments can be discussed to best fit your situation.

#### APPLICATION PROCESS

If you are interested please read the information below and email us with bit about yourself, why you want this role and why you think you would be good at it; including any relevant experience you may have (two sides of A4 max). If successful, you will then be invited to a training workshop. To be considered in the first round, please send your applications by 31<sup>st</sup> January 2016. There will be opportunities to apply later in the year as well.

Email: Polly Bryant, Volunteer Support Officer - [volunteers@wandletrust.org](mailto:volunteers@wandletrust.org)

If you have any questions about the role, please call Polly Bryant on 07833 497 599.

## KEY DUTIES AND RESPONSIBILITIES

Every event is different but there are a number of common duties which you would be expected to help with should you sign up to an event.

### 1. Before the Event

1.1. Arriving early to help set up the event and equipment on site.

### 2. During the Event

2.1. Greeting and welcoming volunteers as they arrive for the event.

2.2. Supervising event activities, supporting and advising volunteers on Health & Safety where needed.

2.3. Report any incidents to the staff member on duty.

2.4. Representing the Wandle Trust and the work we do for the river environment to the wider public.

### 3. After the Event

3.1. Checking all volunteers have signed out before leaving.

3.2. Checking all equipment is returned and cleaned.

3.3. Updating stock lists for equipment and catering supplies.

3.4. Help to pack up the van.

## PERSON SPECIFICATION

We are looking for enthusiastic people with a passion for rivers and the outdoor environment. You will have the following attributes and skills:

- Friendly and approachable personality
- Good verbal communication skills, confident in a supervising role giving and receiving instructions
- Confident meeting new people and engaging with the general public
- Happy working outdoors in all weathers
- Happy working as part of a team.

Please note, the majority of our events are outdoors, however, we do have less active roles if you are interested, so please get in touch.

## BENEFITS FOR YOU

By volunteering with us, you will have the opportunity to gain a number of useful skills and build valuable experience to help you in your career, such as:

- Gaining experience working for a Registered Charity working as part of a friendly team
- The opportunity to learn new skills while making a positive difference to the environment
- A chance to gain experience in event management and organisation
- Experience working with the public, building and improving your communication skills

We will also cover your travel expenses for the events you attend for us.