



PARENTS AND CHILDREN TOGETHER

## *Events Volunteer*

# Role Description

**Reports to:** Events Manager

**Based:** Reading

**Hours/Days:** To be discussed

PACT events help us to find adopters for looked after children, raise awareness of the work PACT does, fundraise, support our adopters and say thank you to our families. This is a flexible role that can cover a wide variety of tasks to ensure our events programme runs smoothly.

### **Key Tasks**

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All or any part the below:

<input type="checkbox"/>	External events: Set up and man stands at events to attract enquiries regarding adopting, helping with questions and promoting the work PACT does as well as dismantle the stand afterwards and provide feedback
<input type="checkbox"/>	Training events: Prepare training packs, rooms, refreshments etc for adopters attending training sessions and help the day run smoothly, collate feedback and other general administrative tasks
<input type="checkbox"/>	Monthly information and Q&A evenings: Help staff set up rooms, refreshments etc. Welcome speakers and attendees and help with any queries, helping the leader with the IT and making the event run without a hitch and help tidy up after
<input type="checkbox"/>	Family fun days: Help to organise the day, welcome our families and assist with the day's activities and make the day as positively memorable for our families as possible
<input type="checkbox"/>	Carol concert: Help to organise the event and assist with the different elements of the event such as refreshments and activities
<input type="checkbox"/>	Assisting with adhoc events such as providing essential encouragement to our supporters at events such as the London Marathon
<input type="checkbox"/>	Administration support to the events team including collating packs, researching venues, making telephone calls, emailing and photocopying/scanning

## Person Specification

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<b>Essential Attributes</b>	
<input type="checkbox"/>	Good team player with a positive attitude
<input type="checkbox"/>	Flexible approach
<input type="checkbox"/>	Reliable as possible
<input type="checkbox"/>	Sociable with great listening skills
<input type="checkbox"/>	Strong administrative skills (or a keen learner)

<b>All volunteers are required to</b>	
<input type="checkbox"/>	Be subject to an enhanced DBS check: Children and Vulnerable Adults Workforce
<input type="checkbox"/>	Wear their PACT ID badge
<input type="checkbox"/>	Adhere to and sign PACT's confidentiality and safeguarding policies
<input type="checkbox"/>	Undertake a full induction and training

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### **Boundaries of role:**

Volunteers should not offer personal opinion, recommendations or guidance to visitors regarding their cases or personal circumstances.

Volunteers should adhere to all health and safety and safeguarding policies whilst on site.

Volunteers should immediately report any health and safety and safeguarding issues to a member of staff.

Notify Line Manager within a reasonable time frame if unable to attend.

### **What PACT offers in return for your time, dedication, enthusiasm and skills:**

- Learning and development opportunities
- Comprehensive induction
- Regular supervision, support and feedback
- Valuable work experience with an award winning and highly respected organisation
- Bi-annual social events for volunteers
- Travel expenses