
VOLUNTEER OPPORTUNITY:

Events Assistant

Why do we need you?

At WWT we work together for a positive future, making people feel part of something amazing and motivated to make a difference and support our cause. One of the ways that we do this is by organising and delivering a range of events and functions to promote key projects, mark milestones in the Trust's history and engage with our supporters.

We are looking for a volunteer to support our Events Managers at events in order to ensure those attending have an enjoyable and memorable time and that the key objectives of the event are met. The successful volunteer will also support the office functions of the philanthropy and supporter engagement teams, gaining experience in an office environment and the various processes of successful teams at a National charity.

Who will be responsible for your role? Events Manager

Where will you be based? Based at WWT Slimbridge, along with various locations depending on where events are being held.

How much time will it take? Ideally, we are looking for someone who can volunteer for 6 months, starting asap for 3 days a week, as well as helping with approximately 6 events. However, this is flexible and can be discussed. The events take place throughout the placement and are planned well in advance. The duration of the events themselves will vary; some will be during the day while others will be evening events, with occasional weekends. Some events will also be virtual or hybrid, giving an opportunity to learn how to organise events that suit audiences post lock down.

What will you be doing?

- Assisting with the preparation of the events
- Assisting with the setting up and taking down of events on the day
- Supporting the Events Manager in welcoming guest speakers and key members of staff and clarifying the details of their role at the event
- Greeting guests and recording their attendance, issuing badges and programmes, answering queries they may have and issuing and collating feedback from the event.
- Assisting the Events Manager with coordinating mailings, bookings and logistics related to events
- Assisting the Events Manager and teams within Philanthropy and Supporter Engagement with updating supporter records on thankQ, WWT's CRM database.
- Supporting the Events Manager with any event specific or ad hoc tasks that arise

- Supporting other teams within Philanthropy and Supporter Engagement with a variety of administrative support tasks – This will include some database administration, digitalising and collating historic information and supporting marketing and fundraising initiatives.

Who are we looking for?

You will be suited to this role if you;

- Have excellent verbal communication skills
- Enjoy meeting people and feel comfortable in engaging with a wide range of people
- Have good organisational skills but are able to be flexible quickly when unexpected events occur
- Are physically fit and are able to assist with the setting up and putting away of function equipment
- Like working as a team
- Have excellent customer service skills
- Are able to pick up new IT skills and are confident with Microsoft Word and Excel.
- Are interested in wetland conservation and be happy to learn more and reiterate that knowledge to the public.

How will you benefit?

- This is an excellent opportunity to be involved with a wide range of WWT's events, spanning from Fundraising events and the AGM through to celebratory events involving a wide range of WWT's departments across the Fundraising, Marketing and Communications Directorate.
- Gain experience working within a busy department and get involved in a wide range of unique projects, such as WWT's 75th Anniversary and World Wetland Day.
- In-house training on CRM Databases, Microsoft Office and Project Management systems.
- Gaining experience in a range of busy and successful fundraising initiatives and functions.
- Discount is available in the cafe and shop on the days of volunteering
- Appropriate induction and training will be provided,

This is a brilliant opportunity to gain skills and experience in Fundraising and Marketing within the third sector.

General notes:

There are various options for travelling to WWT Slimbridge. Cam & Dursley rail station is a 3.5 mile cycle or taxi ride away. Unfortunately, there is no bus service directly to Slimbridge: the nearest services stop at the A38 leaving a walk through the village to reach us. Ample car parking spaces are available at the Centre, and there may be opportunities to lift share with other WWT staff or volunteers.

We regret that we are not in a position to reimburse expenses incurred for travel to the site. Any pre-agreed out-of-pocket expenses incurred in the course of the role will be reimbursed.

This position is entirely voluntary and is therefore unpaid. Any offer of a volunteer placement is not intended to create a legally binding contract between us and any agreement may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

WWT retains ownership of any data studies you carry out in this role, but wherever possible we will credit you for your work.

How to Apply:

Please go to <https://www.wwt.org.uk/join-and-support/volunteering/> to see details of this role and complete and submit the application form. If you have any problems completing the application form please email sarah.hall@wwt.org.uk.

Closing Date: Sunday 24th October 2021

Date raised: May 2019 SH/EW

Date Reviewed: June 2021 SH/EW/EA