



FOREVER HOUNDS TRUST

Matching greyhounds and lurchers to happy homes

www.foreverhoundstrust.org • 03000 111 100

Role description

Event support volunteer

Overall objective: To support events in your area, that develop and generate home offers, income and awareness for Forever Hounds Trust. Help is sought for a variety of tasks, all of which contribute to the smooth running of events

Responsible to: Fundraising Manager (staff)

Supported by: Volunteer Regional and Local Community Event Co-ordinators, Volunteer Regional Co-ordinator; and Fundraising Manager and Volunteer Manager (staff)

Key tasks:

- Attend a range of community events in your area such as street and store collections, meet-and-greets, shows, etc, engaging with visitors of all ages.
- Tasks may include:
 - taking donations at the gate,
 - serving refreshments,
 - stewarding at larger events,
 - requesting feedback from attendees,
 - setting up for and tidying up after events,
 - distributing posters prior to an event
- Raise any issues or concerns with the Fundraising Manager so that support can be provided at an early stage.

Skills and abilities:

- Welcoming, friendly and polite manner towards those attending the event
- Willingness to help out with a variety of tasks
- Reliable
- Ability to show initiative
- An enthusiasm for Forever Hounds Trust's work and the ability to positively represent the charity.

Time required:

This is a flexible role within the regional team and time commitment will therefore vary. The role is flexible with regards of the number of events organized and all contributions of time are extremely valuable.

How we will support you:

You will receive full training and support in your role. Forever Hounds Trust will provide you with guidance and direction to ensure that you have a positive, enjoyable volunteering experience.

For further information or to express your interest, email: volunteering@foreverhoundstrust.org