



# FOREVER HOUNDS TRUST

Matching greyhounds and lurchers to happy homes

[www.foreverhoundstrust.org](http://www.foreverhoundstrust.org) • 03000 111 100

## Role description

### Volunteer Local Community Event Co-ordinator

**Overall objective:** To be a key part of the voluntary Community Event team in your local area that develops and generates income, home offers and volunteer support for FOREVER HOUNDS TRUST

**Responsible to:** Volunteer Regional Community Event Co-ordinator and Fundraising Co-ordinator (staff member)

**Supported by:** Regional Community Event Co-ordinator and Volunteer Co-ordinator/ Fundraising Co-ordinator (staff members)

### Key tasks

This is a voluntary role with responsibilities and tasks to include:

- Develop, attend and manage a range of community events in your local area such as street and store collections, meet-and-greets, shows, etc and grow the range and number of events where possible
- Book events in your local area and be aware of what is going on, so as to avoid clashing with other events or contacting non-FOREVER HOUNDS TRUST event organisers to see if FOREVER HOUNDS TRUST can attend e.g. local fetes, dog shows, coffee mornings, street and store collections
- Delegate tasks to suitable volunteers where necessary
- Keep in regular contact with local community event volunteers to let them know how events went, thank them and inform them of future events
- Ensure you know the extent of your local area and which Local Authorities/Councils are covered within it
- Ensure all relevant and necessary paperwork is applied for, completed and submitted on time and records kept. This includes relevant local authority permits, risk assessments and so on

- Ensure that you have enough leaflets, kit and merchandise (where necessary and appropriate) for each event, liaising with the Regional Community Event Co-ordinator/Merchandise Holder as necessary
- Ensure that all monies collected are counted, banked and the necessary paperwork completed according to FOREVER HOUNDS TRUST guidelines
- Ensure that all scheduled events are listed on the Charity's website with complete details, i.e. time, place, nature of event, any special needs or issues
- Liaise with the Regional PR Volunteer team and social media team to advertise, update, recruit and so on via, print media, Facebook, Twitter etc
- Maintain records of organised events (what, when, where and amount raised) and work with the Fundraising & Operations Co-ordinator to assist with an overview of community events across the charity
- Provide a short write up and any photographs taken for inclusion in the Charity's weekly Volunteer News e-bulletin and added to the website as necessary
- Not commit the Charity to any unauthorised expenditure and get the go ahead before committing to any pitch or stand or anything else if there's a cost involved
- Participate in team emails and/or calls to exchange ideas and best practice, share experiences, templates and give reminders, hints and tips
- Raise any issues or concerns with the Volunteer Co-ordinator and/or Fundraising & Operations Co-ordinator so that support may be provided at an early stage
- Ensure that the Charity's mission, objectives and key messages are correctly and positively presented at events

**Skills and abilities:**

- An strong communicator with good organisation and people management skills (event co-ordination experience preferred)
- Good IT skills, attention to detail and good record keeping skills
- An enthusiasm for FOREVER HOUNDS TRUST's work and the ability to represent the Charity
- Proactive and positive approach to co-ordinating and managing events and volunteers
- Good understanding of the Data Protection Act of 1998 and FOREVER HOUNDS TRUST's associated data protection guidelines

For further information or to express your interest email [volunteering@foreverhounds.org](mailto:volunteering@foreverhounds.org)