

Volunteering Link

Volunteering Link, an Inclusive and Welcoming place for our volunteers, whilst Empowering them to be Ambitious through Adaptable and Collaborative approaches to volunteering. A vision where our borough is a place where every volunteer is valued, supported, and can thrive.

Ad Hoc Events Volunteer

<i>Volunteering role with</i>	Waltham Forest Community Hub & Carers first
<i>Service</i>	Volunteering Link
<i>Brief</i>	As an Ad Hoc Events Volunteer, you will support Waltham Forest Community Hub with a range of events throughout the year. This is a flexible volunteering opportunity where volunteers will be contacted in advance when an event is taking place to check their availability and interest in supporting. Events may include our annual Christmas event, Starlighters Theatre Show events, fundraising events and community partnership events. Waltham Forest Community Hub also partners with Carers First Waltham Forest, and some events may be organised or delivered in partnership with, or hosted by, Carers First Waltham Forest. Volunteers will help create a welcoming, friendly, safe and inclusive environment for attendees and will work alongside Hub staff, Carers First Waltham Forest staff where applicable, and other volunteers to help events run smoothly.
<i>Role description/responsibilities</i>	• Support with setting up events, including arranging tables, chairs, equipment, signage, decorations and other event materials. • Support with the breakdown and clearing away of events, including returning

	equipment and materials to the appropriate places. • Welcome and greet attendees in a friendly and professional manner. • Support registration and sign-in where required. • Provide general information and directions to attendees. • Assist with activities, stalls, refreshments or other event tasks as required. • Support fundraising activities and community engagement activities. • Help ensure event spaces are welcoming, tidy and accessible. • Work alongside staff, volunteers and community partners to support the smooth running of events. • Help create a positive, inclusive and enjoyable experience for everyone attending. • Follow instructions provided by Hub staff and report any concerns or issues promptly.
<i>Boundaries</i>	• Volunteers will not be responsible for making organisational decisions. • Volunteers will not provide medical advice, counselling or personal care. • Volunteers will not handle sensitive information unless specifically authorised and supported by a member of staff. • Volunteers should not deal with difficult or challenging situations without support from Hub staff. • Volunteers must report any safeguarding concerns to a member of staff immediately. • Volunteers will work within the responsibilities agreed for each individual event.
<i>Skills/qualities</i>	• Friendly, approachable and welcoming. • Good communication and interpersonal skills. • Reliable and responsible. • Able to work well as part of a team.

	• Flexible and willing to support different tasks. • Comfortable working with people from different backgrounds. • Enthusiastic and willing to get involved in community events. • Able to follow instructions and work under the direction of Hub staff. • Good awareness of creating an inclusive and welcoming environment.
<i>Qualifications required</i>	No formal qualifications are required. We are looking for people who are enthusiastic about supporting community events and are willing to contribute their time and skills.
<i>Training to be provided</i>	Completion of relevant mandatory training, which may include: • Safeguarding Adults at Risk • Safeguarding Children, where relevant to the event • Health & Safety in the Workplace • First Aid • Any additional event-specific briefing or training required.
<i>Benefits gained from volunteer opportunity</i>	• Develop transferable skills including communication, teamwork and organisation. • Gain practical experience supporting community events. • Develop confidence when working with members of the public. • Meet new people and become more involved in the local community. • Gain experience working alongside staff, volunteers and community partners. • Develop an understanding of event delivery and community engagement. • Receive relevant training and guidance. • Contribute to events that bring the local community together. • Opportunity to gain experience that may support future volunteering, training or employment opportunities.

<i>Any other information</i>	This is an ad hoc volunteering opportunity. Volunteers will be contacted in advance about individual events or shifts and can let us know whether they are available to support.

<i>Hours/days</i>	Ad hoc and flexible. Volunteers will be contacted in advance about specific events or shifts to check their availability and whether they would like to support. Events and shifts may take place during weekdays, evenings and weekends, depending on the event.
<i>Length of duration/time commitment</i>	Flexible and ongoing. There is no fixed weekly commitment. Volunteers can choose whether they are available to support individual events when contacted.
<i>Location</i>	Waltham Forest. The Waltham Forest Community Hub in Walthamstow will be the volunteer's main base, although events may take place at different locations across the borough.
<i>Expenses</i>	Lunch expenses may be reimbursed for eligible shifts , in line with our Volunteer Policy.