

Volunteer Role Profile

Organisation:	<i>Heart of Teesdale</i>
Role title:	<i>Events Volunteer</i>
Reports to:	<i>Honia Devlin, Volunteering Officer; Culture and Heritage</i>
Working hours:	<i>4 hours, every two weeks (to be agreed)</i>
Timescale:	<i>3 months or longer</i>
Location:	<i>Teesdale House, Barnard Castle, DL12 8EL and other locations within HoT area</i>
Salary:	<i>Unpaid</i>
Expenses:	<i>Out of pocket and travel - only when approved beforehand</i>
Recruitment method:	<i>Informal chat</i>

Background information

The Heart of Teesdale Landscape Partnership is dedicated to conserving the natural and historic landscape for the people of Teesdale, visitors and for future generations; it relies on the support and commitment of volunteers and local communities.

Role summary

To support Project Officer with the following duties:

- Organising events
- Publicising events
- Running events

Key tasks

- To meet with key staff and gain an understanding of their roles and the Heart of Teesdale
- To assist with planning / running events as advised by Project Officer
- To create publicity including posters, leaflets, newsletters etc.
- To help with placing promotional materials in the community
- To utilise social media channels including Twitter, YouTube & Facebook to promote events
- To co-ordinate helpers, volunteers before and during events etc
- To research and book venues
- To help out on the day e.g. registering participants, setting up the venue, engaging with the public

Skills and abilities required

- Good IT skills including Publisher and PowerPoint
- Good oral and written communication skills

- Good organisational skills
- Good attention to detail
- Reliable and honest
- Enthusiastic and friendly

Training and information provided

- Volunteer Induction checklist
- Basic Health and Safety including emergency procedures
- Background information to working at the Council premises and as a part of the HoT team
- Background information to the Heart of Teesdale including events
- Use of equipment including printers, PC etc.

Additional responsibilities

- Comply with the Heart of Teesdale's Health and Safety Policy in all activities.
- Comply with the Heart of Teesdale's Equal Opportunities Policy and Procedure in all activities.
- Maintain a proactive approach in dealing with the public, other volunteers and partner organisations, representing a positive image of the Heart of Teesdale
- Undertake any training and development deemed necessary for the pursuance of the role.
- Any other duties commensurate with the level of the role.

These are responsibilities which we expect all of our volunteers to undertake.

Contact details

If you are interested or would like to find out more please contact:

Honia Devlin, Volunteering Culture and Heritage

03000 260 830 or honia.devlin@durham.gov.uk