



## COMMUNITY AND EVENTS VOLUNTEER

**Supervised by:** Sue Soffe, Community and Events Fundraiser

**Location:** O'Hanlon House, Oxford and other areas across Oxfordshire

### **Background:**

To enable our events to run as smoothly as possible, we need volunteers to help us with various tasks before, during and after the event.

### **Why is this role important?**

We need people to help support the charities activities through our events. The events will help increase the awareness of the charity and help the public become more knowledgeable about we do at Homeless Oxfordshire, as well as raising vital funds.

### **Tasks involved:**

- Liaising with Fundraising team for third party (events put on by other organisations e.g. Oxford Half Marathon) and our own events:
  - Sponsored Walk in October
  - Golf day in May
  - Oxford events where participants will be running / walking for Homeless Oxfordshire.
- Before the event, tasks include planning, logistics, risk assessments and marketing.
- Tasks on the day include marshalling, registrations, cheering on participants, clear-up.

### **Hours:**

Flexible – up to one full day a month. Except Mondays.

### **How will I be supported by the organisation?**

You will receive a full induction prior to getting started that will introduce you to the organisation and all the work we do.

You will receive a full briefing on policies including health and safety, confidentiality and boundaries working with and around our clients (particularly as they are vulnerable adults).

You will have a named staff lead who will be your main contact in the organisation and you will be offered periodic sessions with the Volunteer Development Manager to review your volunteering and see if there's anything that could be done to improve it.

### **Do I need any skills or qualities needed?**

We are looking for someone with:

1. Access to car/van
2. Driving license (Business Use on insurance if possible)
3. Talking to the public
4. DBS – this is required for all staff and volunteers. If you don't have a current DBS we will organise one for you.
5. Heavy lifting
6. Organisation
7. Willingness to get stuck in



**What's in it for me?**

- The satisfaction that you are contributing towards the work of Homeless Oxfordshire, a charity that provides housing and support to over 500 homeless people per year.
- The enjoyment of meeting new people in your community and being part of our skilled and friendly team.
- The chance to gain experience volunteering within a leading charity.
- Gaining experience by volunteering within a front line service supporting people who have become homeless.
- Local expenses paid or mileage to allow you to do the role
- Experience running a successful campaign or event
- Chance to work with a team of passionate people

**Next steps:**

- Please complete the Expression of Interest form advising how you would fit this role
- Send the Expression of interest form along with you CV to [volunteering@homelessoxfordshire.uk](mailto:volunteering@homelessoxfordshire.uk)
- We will review the forms along with this role description
- If successful, we will invite you to attend an interview
- We will request 2 references and a DBS

If you have any questions, please email [volunteering@homelessoxfordshire.uk](mailto:volunteering@homelessoxfordshire.uk) or call 07749 497775.