



VOLUNTEER ROLE DESCRIPTION

Role: **Event Coordinator**
Hours: Variable by time and size of event
Location: Southport/remote working
Reports to: Fundraising Manager

OVERALL PURPOSE OF THE ROLE

To 'make a difference together for All animals'.

To connect the public with the great work of Freshfields Animal Rescue through enjoyable, informative and memorable events that raise awareness, raise funds to support our animals; give recognition to the Freshfields team and our community and business supporters.

KEY TASKS

- To understand the aim of the event and take practical steps to make it a reality
- To liaise with the Fundraising team to identify and reduce risks
- Make arrangements for stalls, entertainment, refreshments, signage and venue dressing.
- To keep records of progress and update the fundraising manager.
- To make calls and send emails to communicate and coordinate plans.
- To help distribute invitations or event posters.
- Respond to queries by the public and event people.
- To work within a small budget and submit receipts.

KEY SKILLS

- To have great planning skills, be organised and pay attention to detail.
- A 'people person' who enjoys working with, and can delegate to, others.
- To have high standards and be determined to do a great job.
- A great communicator with a wide range of people, in person, by phone and in writing.
- Positive with a 'can do' attitude.
- Creative and resourceful.
- Able to use a computer.

- The ability to cooperate with all volunteers and staff.
- To be a positive ambassador for the work of Freshfields Animal Rescue.
- To act with the guidance and support of the Fundraising Manager and in line with Freshfields Policies and procedures.