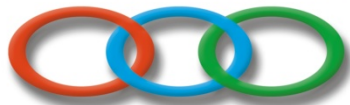


Leicester Charity Link



Tackling Poverty - Changing Lives

Each year we help over 5,000 vulnerable local people and children experiencing poverty, hardship and crisis by providing essential items such as beds, cookers, mobility items and, in emergencies, food.

Events Assistant

Task and responsibilities:

Supporting the Director of Marketing & Fundraising in all aspect of events planning and organisation.

Assist with planning of events

Marketing and Promotion of events

Invitation mailings/communication

Gaining sponsorship for events

Liaising with events venue, partners, sponsors and local media

Supporting the event on the day, tasks include:

Prepare event set up

Act as an ambassador for Leicester Charity Link

All aspects of hospitality, including greeting guests and making guests feel welcome

Displaying and distributing promotional material

Promoting Leicester Charity Link

Gaining supporters for Leicester Charity Link

Selling raffle tickets (where appropriate).

Skills required:

Enthusiasm

Excellent communication skills

Excellent organisational skills

Ability to work as part of a team

Previous experience of event planning/hospitality desirable

Benefits to you:

This is a great opportunity to gain valuable experiencing in events planning and management and support a local worthwhile charity.

Responsible to:

Director of Marketing & Fundraising

Hours/time commitment:

One day per week, length of time dependent on the event.

Location:

Leicester

Training:

Informal training on the job

Supervision:

Director of Marketing & Fundraising

Expenses:

Expenses include travel to and from home to our offices in Leicester, travel expenses to other work related locations. Any other reasonable out of pocket expenses.

Any other information:

It is essential that all prospective volunteers undergo a CRB (Criminal Records Bureau) Standard Disclosure check before beginning a volunteering role.