

EVENTS COORDINATOR VOLUNTEER

BACKGROUND TO WESTMINSTER BEFRIEND A FAMILY

Are you keen to gain experience within the not-for-profit sector? Are you interested in delivering and organising events with a small friendly team? Whether you're looking to gain experience in coordinating events or have experience to share, we'd love to hear from you!

Westminster Befriend a Family has been providing support to vulnerable families in the borough for 30 years. Supported by a network of volunteers, we offer mentoring, befriending and peer support networks for isolated families, building independence, breaking cycles of social exclusion and preventing a slide into crisis. Volunteer befrienders visit families weekly, empowering them to overcoming challenging circumstances and offering social and emotional support. 'Broadening Horizons', our flagship mentoring programme, supports 13 – 18 year olds, building aspirations, boosting confidence and providing additional support with educational and social challenges. We provide continuity through facilitating peer support sessions, where parents can meet in a safe, inclusive environment.

OUTLINE OF THE ROLE

By being part of WBAF volunteers' team you will be helping us to have greater reach in making a positive impact on the lives of many vulnerable families and young people, living in Westminster.

We're looking for Events Coordinator volunteer to help us organize a range of events throughout the year as we're aiming to hold the Annual Charity Auction in October and plan a few initiatives during Christmas time. This essential role will enable us to promote our projects and the need of our work, raise our profile and increase our volunteers base. In addition, it will secure additional funds for the charity and improve our financial sustainability as these one-off events are considered a main source of the charity income.

Ideally, we expect you to join us in the office for one day a week for six-hours over a six month period.

WE OFFER

- Full induction, guidance and supervision from charity staff.
- A supportive, friendly environment where you can develop your organisational and fundraising skills.
- The space to be creative and manage your own work
- Certificates of recognition and references to support your professional development
- Travel expenses
- Time Credits

KEY RESPONSIBILITIES

- **Assist in organizing and planning the charity Auction in October, which includes:**
 - Leading on role clarification of contributions of each party concerned with the Auction event.
 - Identifying potential prizes donors by building and developing links with external organisations and corporates.
 - Creating a database of prospective donors and raffle prizes.
 - Designing a promotional presentation about the charity work mission and beneficiaries criteria. And promote this event on the website, email, and social media platforms.
- **Help in creating fundraising ideas and activities during Christmas time, which may involve:**
 - Researching and building relationships with a diverse group of stakeholders (e.g. local schools, restaurants, corporates, churches...etc.) who can support the charity and generate new income streams during the festive season.
 - Providing support in planning and delivering our annual Family Christmas party.

SKILLS REQUIRED:

- Excellent communication skills.
- Excellent planning skills and attention to detail.
- Interest in charity fundraising and/or events planning.
- Creative and innovative.
- Ability to work independently.

If you're interested, please send your CV to loris@befriendfamily.co.uk before 1st August 2019.

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