



Lead Volunteer – Events

1 day per week (flexible, home-based)

We are looking for a proactive lead volunteer to support our Events Officer to deliver special fundraising events throughout the year. This role would suit somebody with some experience in managing or assisting with medium to large scale events (such as comedy/music gigs, golf days or galas); or someone wanting to gain experience in the same. Must be comfortable with some independent working and some weekend working. A good opportunity to join a vibrant local fundraising team.

Responsibilities:

- Events management support for up to three major events per year.
- Occasionally managing other volunteers

Skills/Experience:

- Some experience in managing or assisting with management of events
- Good people skills
- Creative thinker
- Event/activity organisation experience
- Some IT skills desirable (training will be provided)
- Own transport preferred (though not essential)

If you are interested in this volunteering role, please complete and return our [Volunteering Application Form](#).

If you require further information, contact Jenny Price jennyprice@saraleetrust.org