

Events Team Leader Volunteer Role Description

Clan is here for anyone impacted by a cancer diagnosis. We provide emotional and physical support to people who have a cancer diagnosis, their family, carers and friends. Our services are offered to all free of charge, from pre-diagnosis, through treatment and beyond at our support and wellbeing centres located across the north-east of Scotland and Northern Isles.

About the Role

Your role as a Clan **EVENTS TEAM LEADER VOLUNTEER** is essential to manage groups of Events Volunteers at Clan fundraising events in your area (e.g. village fairs, runs, walks and cycles, bucket collections and a whole lot more!). Many Clan events take place of an evening or weekend.

Clan **EVENTS TEAM LEADER VOLUNTEERS** must be approachable and demonstrate effective leadership skills to enable them to support and inspire volunteers at Clan events.

Location

Clan **EVENTS TEAM LEADER VOLUNTEERS** are needed to support all Clan locations across the north-east of Scotland and Northern Isles.

Reporting To

You may be reporting to one of Clan's Community Development Co-ordinators or one of our Local Services Co-ordinators. At the time of your onboarding, you'll be advised who your main point of contact is.

Key Responsibilities

- Supervising, motivating and leading Events Volunteers at Clan events, ensuring they have an excellent volunteering experience
- Making sure all Events Volunteers are supported and have a clear understanding of the event plan/risk assessment. These will be given to you by your line manager in advance
- Accepting donations from attendees (cash/card payment) and selling Clan merchandise
- Raising awareness of Clan's services with members of the public and signposting them to their nearest Clan centre, shop or our website as required
- Collecting and delivering the Clan kit. Kit will vary depending on the event (and for some events may include a gazebo, which requires 2 trained people to construct and dismantle it on the day)

Time Commitment

- Volunteering on an ad-hoc basis before/during and after events for either a few hours, part of the day or whole day as required (time commitment would be discussed in advance of an event) and on occasion be flexible and available to help at short notice
- We ask that you commit to volunteering for a minimum of 12 months unless otherwise agreed

About You

You must be over 18 years of age and should be willing to get involved.

Ideally you will also be;

- Able to perform well as part of a team
- An effective leader
- Able to carry out tasks independently and without supervision
- Willing to undertake additional training to enhance the services delivered by Clan
- Dedicated to raising awareness of Clan, our services and fundraising opportunities

Recruitment, Training and Ongoing Support

Your role as a Clan **EVENTS TEAM LEADER VOLUNTEER** may involve dealing with difficult situations. Clan will provide you with the relevant training, induction and ongoing supervision to support you in your role.

You will be required to complete;

- Clan's application form (available to complete on our website, in hard copy format or by telephone with our Volunteer Services Team)
- A short informal conversation with our Volunteer Services Team or another appointed member of the team – for us to get to know more about you and vice versa!
- An induction with a member of the Income Generation Team or your designated Local Services Co-ordinator, to find out more about up-coming events/activities in your area
- A Protecting Vulnerable Groups (PVG) screening, which will be applied for on your behalf by Clan. This role is a regulated activity, as you may be in regular contact with vulnerable adults/children and will therefore require membership of this scheme.

Clan will make sure;

- The wider Clan team is on hand to answer any questions and support you as needed
- You have with any essential kit that you might need (High Vis tabard, clip board, card machine etc.) but you will need to dress appropriately for the task and conditions. E.g. if you are supervising an information tent on a frosty Winter morning, you must ensure you wear warm clothing, or if outside in the sun distributing water on a hot summer day, you must bring sunscreen.
- Your line manager holds check-ins to discuss how you are getting on in your role
- You receive a debrief following each volunteer shift
- You have access to ongoing training, supervision and development opportunities
- Expenses incurred whilst volunteering are reimbursed, when claimed in accordance with Clan's Volunteer Expenses Policy

If you like leading others, thrive on being busy, want to play an active part in supporting local people affected by cancer and this role sounds like something you'd enjoy, please get in touch by;

Applying on our website at www.clancancersupport.org/volunteering

Emailing volunteering@clancancersupport.org

Calling 01224 647 000 – please ask to speak a member of the Volunteer Services Team