



Volunteer Role Description

Events support – Event Management Team and Welcome Team

- Where:** Across Shropshire including Shropshire Wildlife Trust HQ in Shrewsbury
- When:** Variable, weekdays and weekends
- Commitment:** Flexible
- Duration:** Ongoing
- Responsible to:** Volunteer co-ordinator and Events officer
- Requirements:** We run a busy programme of events ranging from straight forward led walks on our reserves to larger day-long events on reserves and at our HQ in Shrewsbury. The Events Support volunteer task covers two areas: **event management** which is the practical side of running an event, and **welcome team** which is the social, people-engagement side of the event and includes helping to run children's activities.
- The **event management work** includes setting up for an event, health and safety, risk assessment, signage, infrastructure such as gazebos, toilets, tables, chairs and displays. It also includes dismantling and clearing up. You'll need to be reasonably fit as the job is quite physical but you don't need to have any knowledge of wildlife. You'll be working as part of a team but flexibility and the confidence to act on your own initiative will be an advantage.
- The **welcome team** will be involved with welcoming people, serving refreshments, helping with children's and family activities, talking to people and gathering information which will then help with evaluation afterwards and generally helping the event to run as smoothly as possible. You'll need to be friendly, confident and reliable with an outgoing nature. Flexibility and the confidence to act on your own initiative will be an advantage. You don't necessarily need to know anything about wildlife but the job could entail periods of standing so you'll need to be reasonably fit.
- What's in it for you:** You'll be working as part of a team making our events run smoothly and be given some responsibility if you would like this. We'll provide training and support as well as SWT branded clothing if appropriate. The events are often on our nature reserves so you'll get to visit beautiful places around Shropshire. You'll be meeting and working with friendly, like-minded people running exciting, enjoyable events. As a volunteer, all Shropshire Wildlife Trust training opportunities will be open to you.
- Why we want you:** In order to make our events run well we require a team of volunteers to assist staff and help set up on the day.
- About us:** Shropshire Wildlife Trust is the county's leading environmental charity with over 11,5000 members and 400 volunteers supporting our work. We manage 38 nature reserves across the county and involve volunteers in all aspects of our work. To join

us as a member or volunteer, visit our website www.shropshirewildlifetrust.org.uk
or come in and see us at 193 Abbey Foregate, Shrewsbury, SY2 6AH.