

Volunteer Social Events Coordinator(s)

Role Description



Job Title	Volunteer Social Events Coordinator(s) Potentially, more than one role available, depending on individual circumstances
Category of Staff	Volunteer
Location	Hull / East Yorkshire area
Hours of Volunteering / Working Pattern/Special Arrangements	Variable and will depend on number and type of events planned. Duties can be carried out at times to suit the individual, although some duties will have to be carried out within the working day. Social events typically happen at weekends so the individual(s) must have some weekend availability.
Salary	Voluntary position but agreed reasonable expenses will be reimbursed
Safeguarding Downright Special takes its responsibilities for safeguarding children extremely seriously and we believe safeguarding is everyone's responsibility. We follow safer recruiting guidelines. All Downright Special posts are subject to enhanced DBS disclosure and candidates will be required to disclose any relevant criminal history. Our safeguarding policy can be found on our website .	
Overall Purpose of the Job and its Primary Objectives Downright Special supports children with Down syndrome, their families and the professionals who work with them. Providing a range of opportunities for families, children, and young people to get together in a safe, and inclusive environment where they can make friends, provide mutual support, and have fun is a huge part of what the charity offers. We are trying to increase the number and range of events we provide to cater for the diverse needs and ages of our families who have children with Down syndrome, including our older children and those who have a dual diagnosis of Down syndrome and autism or other complex needs. This is a particular focus for the charity as we continue to grow, so this role provides a significant opportunity to make a REAL difference to the work we do. To be able to achieve this, we need another volunteer/volunteers to work with our Deputy Charity Manager to organise events and act as the event lead on the day, ensuring the smooth, safe running of each activity. This is an exciting opportunity for anyone wanting to make a difference to a local charity and have a lot of fun in the process! Whilst we are looking for a person/people who are committed to the role long term, this role would also provide useful work experience for those looking for employment in a variety of fields.	
Key Responsibilities and Duties	

<ul style="list-style-type: none"> • Working for and alongside the Deputy Charity Manager to plan a regular, exciting and inclusive programme of social events for children and young people from birth to 25 • Booking events, arranging payments, and tracking expenditure • Taking photography (with permission) to support social media presence • Managing advertising of the event through our online ticket booking system, emails, and social media • Managing RSVPs and queries • Doing risk assessments prior to the event and keeping proper records including providing a social story to support attendees' understanding of events • 'On the day' running of the event, acting as event lead and health and safety coordinator • Keeping accurate records of attendees and receipts of expenditure and income from e.g. raffles • Gathering feedback from children and families, listening, and acting on their suggestions
Skills/Experience Required: <ul style="list-style-type: none"> • Enthusiastic self-starter, able to act on own initiative, whilst also working as part of a team • Excellent organisational and planning skills • Creative thinker, keen to continue to develop new and exciting social event opportunities • Good written and verbal communication skills • Personal and friendly manner with adults and children • Confident/comfortable using social media • Experience of working with children with a learning disability, in particular Down syndrome and/or autism would be an advantage • Some knowledge of Makaton sign language or equivalent would also be an advantage
Key Relationships <ul style="list-style-type: none"> • Work alongside and report directly to the Deputy Charity Manager • Work closely with children and young people with Down syndrome and their parents/carers • Develop relationships with a variety of people and local contacts
Other <ul style="list-style-type: none"> • Access to own computer/smart phone will be essential • Driving Licence and access to a vehicle insured for business use would be advantageous but not essential • Volunteers are required to undergo an enhanced DBS check
Training <ul style="list-style-type: none"> • Full induction to Downright Special • Support with understanding your role and responsibilities • Level 1 Safeguarding training • Ongoing contact and support from the Deputy Charity Manager and your key contacts in the charity

To apply

Please contact kate.long@downrightspecial.co.uk to request an application form or if you would like to arrange an informal chat before applying.

Closing Date for applications is Friday 9th September.