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| Required skills and experience needed to be a Volunteer Events Planner at REST Norwich |
| Areas | What you will need to be able to do |
| Knowledge & Experience | * Some previous experience with either organising or operating in events would be very helpful
* Ability to use MS office (word, excel & outlook)
* Customer service experience would be helpful
* An awareness and understanding of mental health and wellbeing would be an advantage
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| Skills | * Very well organised.
* Ability to confidently manage a list of tasks
* Ability to create connections with people
* Ability to listen and encourage engagement
* An ability to maintain confidentiality
* Ability to contribute positively to development of the role
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| Personal Attributes | * Reliable and punctual
* Well organised
* Flexible and adaptable
* To be open to on-going learning
* Confident and outgoing
* Sociable and non-judgemental
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| Additional Requirements | * Ability to travel
* Ability to use email, phone, and MS Office (word, excel)
* Willingness to have a DBS check
* Ability to make a regular commitment on a weekly basis
* Linking members of the public who may be feeling overwhelmed or distressed to staff members who can provide 1:1 support
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| Training & Support Offered |
|  | * Moving and Lifting
* Safety at Work
* Safeguarding
* Professional Boundaries
* Equality and Diversity
* Prevent
* MHFA
* Named contact
* Regular catch ups
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| Role Requirements  |
|   | * You will part of a team investigating opportunities for partnership in the community
* Support the Team Leader to create meaningful community facing events and opportunities for people using REST
* Support the Team Leader with administration functions. This will be things like room bookings, sending invitations, managing guest lists, arranging and liaising with speakers and organising the catering
* To assist in the setting up and running of events: eg getting the room ready, meeting and greeting attendees, making speakers feel welcome and supported.
* Follow clear protocols for linking members of the public in crisis with staff that provide 1:1 intervention.
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