

HOMELINK Volunteer Role Description

Volunteer Role: Events

Why we need your help.

Every year we help hundreds of people facing eviction and homelessness into secure housing through the provision of loans to cover the cost of landlords' deposits and advance rent.

We also provide grants to buy essential items for a new home, and for emergency accommodation.

We rely upon fundraising, donations and grants to enable us to do this.

What time should you offer?

Our events take place at different times of the year, for example our summer Garden Party and our Christmas Concert.

We will contact you as and when we need help, with as much notice as possible. You will be able to choose the amount of commitment to suit your circumstances.

Where will you be based?

Sussex – exact location will depend on the organisation or event.

What activities will you be involved in as part of this volunteer role?

This can be varied but will typically include things like:

- Selling event tickets
- Decorating or setting up an event
- Welcoming guests
- Marshalling events
- Helping on an event stand
- Serving refreshments
- Clearing up

What you can gain from volunteering in this role

- Join a small enthusiastic team of people and get more involved in your local community
- Use and develop your skills, such as communication, customer service and event organisation
- Enhancing your CV
- Giving something back to your community
- Experience a range of exciting events, such as our Christmas Concert
- Know you are helping people in desperate need of a home

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Training and support provided

- Safeguarding where the role involves working with clients / applicants
- Health and safety briefings where needed
- Shown how to use any equipment as required
- Support from the Staff Team / Trustees in the event lead up and, on the day

What we are looking for

- Enjoy meeting and talking to people
- Enthusiasm
- Ability to follow our policies and procedures to keep you, our staff, our clients and our events attendees safe
- Ability to represent HOMELINK and our values positively.
- Willingness to help at outdoor events if you are able to do so.

Anything else you need to know

- By applying for this role you will be contacted on a regular basis, as and when we need help with our events. There is no expectation of the number of events you help with; you'll be able to choose the amount of commitment to suit your circumstances.
- There is a short settling in period to see if the role is right for you
- You must be 18 years old or over to do this role
- This role will require two References pre-volunteering
- Reasonable out of pocket expenses, agreed with the Volunteer Coordinator (Management) / Client Manager in advance, incurred whilst volunteering will be reimbursed.

Equality and diversity

HOMELINK recognises the qualities and strengths that a diverse group of volunteers brings to the organisation, and we therefore particularly welcome applications from our underrepresented groups from within the local communities and from a range of different cultures and backgrounds.