

Event Support

Role Title	Events Support
Location of Position	Harrow Lodge House, Harrow Lodge Park, Hornchurch Road, Hornchurch, Essex, RM11 1JU
Responsible to	Project Lead
Purpose/ summary of role	To provide support to a project team and help with the day to day delivery of programmes to service users.
Description of tasks	<ul style="list-style-type: none"> • Checking tickets on the front gate • Working on the bar serving guests • Litter picking and recycling • Stewarding of the event • Marshalling the car park
Time commitment	A period of 6 to 10 hours to help cover the event. Days can be confirmed nearer the event date. If you are able and would like to commit more time please put this on your form.
Qualities & Skills	<ul style="list-style-type: none"> • Reliable and encouraging when working with service users and other volunteers • Friendly and approachable • Good listening skills • Non-Judgemental • Organised and practical • Committed to confidentiality and appropriate boundaries • Confident to ask for help when needed • Empathetic, compassionate and understanding • Confident in using a computer – Word, Excel and outlook • Manual handling
Training & Support	<p>We offer a ‘Welcome to Mind’ volunteer induction, which includes topics such as communication, confidentiality and boundaries as well as Health and Safety. There will be opportunities to access further training.</p> <p>You will receive a welcome pack as well as induction documentation and training. You will also have a quarterly meeting with your volunteer mentor. The Volunteer Engagement Coordinator will also be available for regular support, advice and guidance. As well as giving regular organisational updates to you.</p>

	<p>Within your induction you will be asked to complete some online training modules as well as any further training for the role. You will also be required to get a DBS for the position but this will be done with the Volunteer Engagement Coordinator before you start volunteering with us.</p>
Reimbursement of Expenses	<p>We can cover some of the expenses which you may incur while you are volunteering with us. Please ask for further details.</p>
Benefits of being a Volunteer	<p>Volunteering with Mind Havering, Barking & Dagenham can be a rewarding experience and a feeling of being able to do something for someone else, develop your skills, learn new skills and meet new people. It can also help you to gain a sense of pride and build your self-esteem, becoming more confident, widening your network and feeling valued by our staff and those who are accessing our services.</p>
Volunteer Engagement Coordinator contact information	<p>Volunteer Engagement Coordinator Harrow Lodge House, Harrow Lodge Park, Hornchurch Road, Hornchurch, Essex, RM11 1JU volunteering@haveringmind.org.uk</p>