



# Volunteer Role Description

## Christmas Event Setup Volunteer (Lights & Decorations)

### Role Title

Christmas Event Setup Volunteer

### Location

Christmas Garden, Christmasland 2026

### Responsible To

Site Manager / Volunteer Coordinator

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## Purpose of the Role

The Christmas Event Setup Volunteer plays a key role in transforming the garden space into a magical festive attraction for visitors. Working as part of the setup team, volunteers will assist with installing Christmas lights, decorations, displays, and themed areas throughout the garden.

This role is ideal for individuals who enjoy practical tasks, working outdoors, and helping to create memorable experiences for the community.

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## Key Responsibilities

- Assist with the installation of Christmas lights, illuminated features, and festive decorations throughout the garden.
- Help position ornaments, themed displays, signage, and decorative features.
- Support the setup of visitor pathways and festive attractions.
- Assist with carrying, unpacking, and organising equipment and decorations.
- Work alongside staff, contractors, and fellow volunteers to complete setup tasks safely and efficiently.
- Help ensure decorations are securely positioned and presentable.

- Report any damaged equipment, hazards, or safety concerns to the Event Coordinator.
  - Assist with testing decorative elements under supervision where appropriate.
  - Help maintain a tidy and organised work area during setup activities.
  - Follow all health and safety procedures and instructions provided by event staff.
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## Skills and Qualities

We are looking for volunteers who:

- Enjoy practical and hands-on activities.
- Are enthusiastic about Christmas and community events.
- Have a positive attitude and willingness to help.
- Can work effectively as part of a team.
- Are reliable, punctual, and dependable.
- Have good attention to detail.
- Are comfortable working outdoors in varying weather conditions.
- Can follow instructions and safety guidance carefully.

Previous experience in event setup, gardening, maintenance, or decorating is welcome but not essential.

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## Training and Support

- Health and safety guidance will be given before setup activities begin.
  - Volunteers will receive instructions on safe manual handling practices and site procedures.
  - Ongoing supervision and support will be available from the Event Coordinator and setup team leaders.
  - A volunteer briefing will be provided before the event and will need to be signed and returned as well as a sign up form returned to the Volunteer Coordinator.
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## Time Commitment

**Setup Dates:** The event will start to be set up from the ? of November 2026

**Shift Times:** Times required will be communicated by the volunteer coordinator.

Volunteers may choose from a variety of setup shifts depending on availability.

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## Benefits of Volunteering

- Play a key part in bringing a festive event to life.
- Meet new people and work alongside a supportive team.
- Gain experience in event setup and practical project work.
- Develop teamwork, communication, and organisational skills.
- Enjoy seeing visitors experience and appreciate the displays you helped create.
- Make a meaningful contribution to a community celebration.

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## Additional Information

This role involves physical activity, including walking, bending, lifting, and carrying lightweight to moderately heavy decorations and equipment. Volunteers may be required to work outdoors for extended periods and should wear suitable clothing, sturdy footwear, and weather-appropriate attire.

Volunteers will not be expected to undertake specialist electrical work unless appropriately trained and authorised.

Reasonable adjustments can be discussed where required.

All volunteers must follow the organisation's health and safety, safeguarding, equality, diversity, and environmental policies.

If you would like more information, please contact our Volunteer Coordinator on [volunteering@haveringmind.org.uk](mailto:volunteering@haveringmind.org.uk)

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## Our Christmas Wish

Thank you for helping us transform our gardens into a magical festive experience. Your time, energy, and creativity will help create an unforgettable Christmas adventure for the many children and families who visit. 🌲 ✨ ☀️