

Volunteer Role:

Events Organiser

Purpose:

The main purpose of this role is to organise fundraising and homelessness awareness events to help support the vital work of Shelter NI.

Location:

Belfast, Strabane and Omagh

Tasks:

- To organise fundraising/awareness events for Shelter NI e.g. pub quizzes, car boot sale, table top sales, coffee mornings etc. (This list is by no means exhaustive).
- Co-ordinating and delegating key tasks prior to and at fundraising events
- Maintaining databases and records of fundraising events
- Ensuring that fundraising events and activities comply with Shelter NI policies and guidelines and that local licences and permits are obtained prior to the event.

Time Commitment:

- Regular ongoing commitment is preferred. Flexible hours, 2 hours per week.

Support and Supervision:

Volunteer Supervisor

Qualifications/Skills Required:

- Some fundraising experience
- Administrative skills
- Strong attention to detail
- Excellent communication and organisational skills
- Knowledge of Microsoft Office packages
- Confident and approachable disposition
- The ability to work comfortably in a team or individually, both following or giving instructions
- Previous experience in organising events is preferred but not essential

Training and Support:

- Induction and task specific training at the start
- Ongoing support, training and development opportunities

Benefits to the Volunteer:

- You will have the opportunity to use and develop your knowledge and skills and help the work of a local homelessness charity
- Make new friends and contacts
- You will become a key member of the Shelter NI team
- Create and strengthen links within the community
- Travel Expenses covered