

# Fundraising Event Worker



## VOLUNTEER ROLE DESCRIPTION

Thank you for your interest in joining 'The herd' as a volunteer at The Purple Elephant Project. If you join us, we aim to provide a rewarding and worthwhile experience for you. All our volunteers must be aged 18 or over.

## VOLUNTEER ROLE

### Fundraising Event Worker

## LOCATION

The Purple Elephant Project Centre; The School House, Chase Bridge Primary School, Kneller Road, Twickenham, TW2 7DE

## TIME COMMITMENT

Variable – depending on event (max 6hrs per event)

## WHAT THE ROLE INVOLVES

As a volunteer fundraising events worker, you will play a part in helping with the smooth running of our community fundraising events throughout the year. Your contribution will play a key role in supporting our fundraising activities.

### Key Responsibilities:

Tasks can be variable but may include the following

- Assisting with event set up and breakdown – e.g stalls, gazebos
- Welcoming and registering attendees on event days
- Helping with activities and games
- Taking donations and payments
- Marshalling at event routes (e.g our annual Purple Parade Sponsored walk)
- First Aid (if qualified)
- Sourcing prizes and other resources
- Serving refreshments
- General administration
- Handing out leaflets and raising awareness of our charity



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

Charity No: 1186434

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## WHAT YOU COULD GET OUT OF UNDERTAKING THIS ROLE

This role provides the opportunity to help The Purple Elephant Project achieve its objectives and make a big difference to the happiness of children and their families who need additional support. Additional benefits include:

- The opportunity to build your own experience and learn new skills
- Meet like-minded volunteers and be part of a supportive community.

## WHAT WE ARE LOOKING FOR (SKILLS/ EXPERIENCE)

No specific previous experience required

- Good communication skills
- Reliable and trustworthy
- Ability to work as part of a team
- Some roles may require some level of physical fitness (e.g standing, lifting etc)
- Genuine interest in making a positive impact on children and their families

## TRAINING AND SUPPORT PROVIDED

All volunteers receive an induction when they start with us and regular contact and support from management. We take safeguarding very seriously so we will ask you to read a copy of our safeguarding policy when you start volunteering. We will also need you to agree to having a DBS check. Other training in relation to specific roles will also be provided if needed.

## VOLUNTEER EXPENSES

We believe that no volunteer should be out of pocket because of expense incurred when carrying out their volunteering activities on our behalf. As a volunteer, you can claim out of pocket expenses in line with The Purple Elephant's Expenses Policy.

## REFERENCES

We ask volunteers to provide details of 2 referees for some of our volunteer roles. This is to help us confirm the identity of our volunteers and to build up a better understanding of them.

## DO YOU HAVE ANY QUESTIONS?

If you would like some more information or have any other questions about this role. Please contact us at [info@thepurpleelephantproject.org](mailto:info@thepurpleelephantproject.org) and someone from the team will be in touch.



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