

SPACE YOUTH PROJECT

Volunteer Opportunity



Events Support Worker/Ambassador

Job purpose: To raise awareness and promote the work of the Space Youth Project

Role involves: Throughout the year the Space Youth Project is involved in a full range of events from conferences, festivals, fairs as well as training, fundraising and social events. Most events are organised by other organisations and require ambassadors from our project to attend. There are also opportunities to help organise Space Youth Project events.

There are a range of tasks required and volunteers will be match according to experience and skills.

Attending prearranged events:

- Promote the work of the Space Youth Project and be an ambassador for the project.
- Help to set up and dismantle the Space Youth Project promotional stall.
- To liaise with event organisers over the practical details to each event.
- Coordinate any additional equipment hire.
- Organise a rota for staffing stall at day events.
- Support young people to be involved in promoting the Space Youth Project.
- Assist in the transporting of staff, volunteers, young people and equipment.
- Work as part of a team.

Organising Space Youth Project Events:

- Researching markets to identify opportunities.
- Produce details of proposals for events eg. timelines, venues, supplier, legal obligations, budgets, staffing.
- Agree to and manage a budget.
- Secure and booking location.
- Ensuring insurance, legal, health and safety obligations, risk assessment.
- Coordinating venue management, caterers, equipment hire.
- Preparing publicity information to be distributed.
- Marketing and promoting the event.
- Organise parking, security, first aid, media etc.
- Involve young people to take an active part in the planning and delivery of event.
- Evaluate the success of the event.
- Commitment to undertaking relevant training including safeguarding, GDPR and other training Space Youth Project identifies as appropriate for the role.

Space Youth Project
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