



## Role Description – Part Time Volunteer Events Organiser

<b>Role Title:</b>	Part Time Volunteer Events Organiser
<b>Role Purpose:</b>	To successfully organise fundraising events for Dublin Simon Community.
<b>Reports to:</b>	Community & Events Fundraising Manager
<b>Location:</b>	Flexible, with some time required in Cope St, Dublin 2.

### **Purpose of Community & Events Fundraising**

The purpose of The Community & Events Fundraising team is to raise vital funds and awareness for Dublin Simon Community through a number of Community based initiatives, including Simon Home Run, Sing for Simon campaign, and numerous other campaigns.

### **Core Role Requirements:**

- Commit to volunteering with the Community & Events Fundraising team four hours per week.
- Act as Event Manager for at least one fundraising event in your community per annum, event type to be chosen by candidate, with the intention to raise funds for the Dublin Simon Community. Please note the Dublin Simon Community Events team will be there to assist you at all stages of the management of the event with project support, marketing materials, potential volunteers, training, etc.
- Attend Community & Events Fundraising meetings as required.
- Work as part of a team.
- Communicate all issues / events that arise with the Community & Events Manager.
- Familiarise yourself with relevant health and safety procedures.
- Adhere to all Dublin Simon Community health and safety policies and procedures.
- Act in accordance to all Dublin Simon dignity at work place policies.
- Notify Community & Events fundraising manager of any incidents/issues, in line with policies and procedures in place, producing timely reports as required.

### **Desirable**

- Bring valuable events and campaigns expertise to the role
- Experience in Fundraising, or Event management.

### **Requirements of all Dublin Simon Volunteers**

- Commitment to the purpose of Dublin Simon Community and to volunteer within the values, policies and procedures of the organisation and in the context of current legislation and regulations.
- To participate in regular supervision with your line manager.
- To actively participate in team and staff meetings and service reviews/ evaluations and to contribute to the development of policy and practice within your area of work and Dublin Simon as a whole.
- To report any area of concern to your line manager in a timely manner.
- To show reasonable flexibility in relation to hours of attendance to meet the needs of the service. Volunteering during unsocial hours may be required.
- Have a flexible approach to your placement in response to organisational change, development and review of best practice.
- Identify training needs with your line manager and participate in training opportunities appropriate to the role.
- To be vigilant of any Health, Safety and Welfare risks in the workplace and bring any concerns to the attention of your line manager or Health & Safety Representative.
- To participate in the efficient flow of information within the organisation by sharing and seeking information as appropriate.
- To undertake other duties as may be requested by the line manager from time to time.
- To undertake your volunteering in a manner that is friendly, positive and flexible

**Note:** This Role Description will be reviewed and updated in line with the needs of the placement.