** Events Team Leader Volunteer**

**Role Description**

Clan Cancer support is a well-established local charity located in the heart of communities across the North East, Moray, Orkney and Shetland Isles. Clan is here for anyone affected by a cancer diagnosis, providing emotional and practical support to help live with and beyond their own or someone else’s cancer diagnosis and improve the quality of life for all those who turn to us for support. Our services are freely offered to all from pre-diagnosis and diagnosis through treatment and beyond through our network of wellbeing centres.

**What this Role Involves**

Your role as a **Clan EVENTS TEAM LEADER VOLUNTEER** is essential to help manage groups of volunteers at fundraising events in your area (e.g. village fairs, runs, walks and cycles, bucket collections and a whole lot more). Many of these events will take place of an evening or weekend. We are looking for individuals with a warm, friendly attitude and effective leadership skills to support and inspire volunteers at these events.

Main responsibilities include:

* Motivating and leading volunteers on the day, ensuring they have an excellent volunteering experience and are clear on the plan and risk assessment for the event which will be provided in advance by Clan
* Cash handling and/or using a card machine for taking donations on the day and the sale of Clan merchandise
* Raising awareness of Clan’s services with members of the public and signposting them to their nearest Clan centre, shop or our website as required
* Collection and drop off of the Clan kit which will vary depending on the event and will include for some events a gazebo which requires 2 trained people to erect and take down on the day.

**Role Commitments**

* Volunteering on an ad-hoc basis before/during and following events for either a few hours, part of the day or a whole day as required (time commitment would be discussed in advance of an event) and on occasions be flexible and available to help at short notice

**Essential Skills and Experience Required**

Ideally you will already be;

* A great communicator
* Able to perform well as part of a team
* An effective leader
* Able to carry out tasks independently and without supervision

Clan will provide you with the relevant training and support to assist you within your role. We value personal experience and would welcome applications from anyone without the preferred skills and experience but who is passionate about making a difference and supporting local people in their community.

**How Clan will Support You**

In return for your support with our events, Clan will:

* Aim to ensure that volunteering with us is a fulfilling and worthwhile experience. You’ll have support from staff, with the opportunity to gain and develop skills and meet with other volunteers.
* Clan will provide you with any essential kit that you might need (such as a tabard, clip board etc) but you will be required to dress appropriately for the task and conditions. For example if you are responsible for an information tent on a frosty Winter morning, you would need to ensure you wear warm clothing, or if standing outside in the sun handing out water on a hot summer day you would need to bring appropriate sun screen.
* Reimburse expenses you incur whilst volunteering in accordance with our Volunteer Expenses Policy

**Applying to Volunteer**

You can apply via our website [www.clancancersupport.org](http://www.clancancersupport.org) or email volunteering@Clancancersupport.org