

Events 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 VOLUNTEER is essential in helping to generate the funds needed for us to provide our vital support services to people affected by a cancer diagnosis in your local community. You could be asked to get involved in a variety of activities, whether it's manning a cheering point on one of our runs, walks or cycles, helping to welcome guests at our annual lunch or ball, or providing information at one of our open days. Typical activities include:

- Helping to prepare for an event – this might involve preparing information and signage, setting up routes for runs/walks/cycles, sorting displays and activities, moving chairs and tables, putting up gazebos etc.
- Providing a warm and friendly welcome to all attendees of Clan events, answering any questions and encouraging people to get involved in the event/activity
- Assisting at larger scale events such as the Clan Ball or Clan Lunch – this might involve manning the car park, directing attendees to the right location, providing information, running stalls, assisting with activities, selling tickets or accepting donations
- Working together with Clan staff to ensure the best possible experience for our events attendees/participants and signposting where appropriate
- Helping to raise awareness of Clan services

Role Commitments

- Working on an ad-hoc basis at 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

There are no prerequisites for this role in terms of professional qualifications and Clan will provide you with the relevant on-the-job 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 help at 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 manning 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 Expenses Policy

Applying to Volunteer

You can apply via our website www.clancancersupport.org or email volunteering@Clancancersupport.org