# Volunteer Role Description

Thank you for your interest in volunteering with us! We rely on the help and dedication of volunteers to support the wide range of services that we provide to people living with sight loss in the area, and we recognise the huge contribution our volunteers make to the effectiveness of our organisation.

**Role:** Event Supporter

**Locations:** In your local area across Bristol, Bath and North East Somerset, South Gloucestershire, Wiltshire, Swindon and Gloucestershire Bristol, Bath and North East Somerset, South Glos.

**Purpose:** We are looking for friendly, outgoing individuals to help make our events a success. Our charities run a variety of events, from information days, advice and guidance drop-in sessions, sporting activities and fundraising events. This rewarding, flexible opportunity is a great way to help us raise funds, increase awareness of our services and ensure that clients feel welcomed and supported when they attend our events.

## What will you be doing?

This role is flexible and varied depending upon the type of event you are supporting. You can expect to fulfil some (or all) of the following tasks:

* Helping to set up and take down a stall
* Making sure you are familiar with the venue and the facilities
* Supporting staff to deliver a smooth and safe event
* Welcoming participants to the event and helping collect and hand out registration materials
* Providing direction, sighted guiding and information to participants
* Handing out refreshments
* Talking to visitors about the work of the charity
* Demonstrating daily living and access technology equipment to visitors (training will be given)
* Capturing photographs of the day for promotional purposes

## What skills and experience are needed?

* Good communication skills
* Friendly and approachable
* Good organisational skills
* Able to work with a diverse range of people
* Comfortable in a public-facing role

## What will you gain from the role?

* The knowledge that you are making a positive difference to the lives of people living with sight loss
* Experience of working with a variety of people
* The experience of working within a friendly team
* An increased understanding of sight loss
* Useful event organisation experience

## What support will be given?

* Induction
* Understanding Sight Loss Training
* Expenses
* Supervision and support from the Volunteer Coordinator
* Additional training as appropriate

## When will you be needed?

Flexible. Times and dates vary depending on each event.

## How often will you be needed?

As and when required

## References

Two references required

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Tel 0117 322 4885, Email info@sightsupportwest.org.uk

Sight Support West of England, Vassall Centre, Gill Ave, Bristol BS16 2QQ. Registered charity no. 1178384

Wiltshire Sight, St Lucy’s Sight Centre, Browfort, Bath Road, Devizes, SN10 2AT. Registered charity no 1119462

Insight Gloucestershire, 81 Albion Street, Cheltenham, GL52 2RZ. Registered charity no 204279