



Lowestoft Town Hall Project

Volunteer Role Profile

Title of Role: Events Assistant

Purpose of Role: Events Assistants help to deliver a variety of events relating to the Town Hall project from planning and preparation to setting up and running activities on the day. Helping to create something that is fun, engaging and informative for the audience, encouraging them to be part of the Town Hall project.

Main Activities/tasks:

- Being a friendly face for everyone you meet at the event, answering any questions, proactively engaging with people and encouraging them to take part in activities and support the project.
- Helping to prepare for the event, this might involve preparing craft activities, information and signage. Moving tables and chairs, riding the memory bike and so on.
- Promoting the Town Hall project and other events that the project is taking part in.
- Encouraging people to participate in feedback, and/or capturing feedback from people
- Leading children's crafts when needed
- Becoming familiar with and then following Lowestoft Town Council's Health and Safety Policy at all times

Commented [je1]: I think we'll need to double check that insurance covers volunteers riding the bike

Skills/interests needed

This role will suit people who have a friendly and enthusiastic manner and enjoy working with family visitors in particular. This role can be physically demanding and you may be on your feet all day.

Time Commitment suggested

Location

Main point of contact supervisor

