

Alder Hey Children's Charity

Volunteer Role Description – Events

Purpose	To support Alder Hey Children's Charity with the operational running of our fundraising events including welcoming patients and families, donors, supporters and members of the public.
Key activities	<ul style="list-style-type: none"> • To engage with participants, answer questions and promote the charity's work • Welcome attendees to our events and scan tickets at the gate • Assist the team with directing traffic and parking to ensure a safe and organised arrival • Be a route marshal at our running and challenge events; guide participants along the route, provide encouragement, ensure safety • Support the team on our registration desk: check in participants, distribute event materials and answer queries • General event support: assist with setting up, managing stalls, handing out medals, water/snacks etc • Encourage donations by collecting contributions in charity buckets and thanking donors • Be an important part of our cheering station: providing motivation and encouragement to keep participants' spirits high
What you will get out of volunteering	<ul style="list-style-type: none"> • An opportunity to become part of the Alder Hey community • Opportunities for you to enrich the lives of other people by creating a positive and friendly environment • A chance to harness the skills you have and develop new ones • Regular and ongoing support from a friendly and supportive team • Develop confidence • Enhance your CV
What we expect from you	<ul style="list-style-type: none"> • We are looking for people who are passionate and willing to learn about the incredible work happening at Alder Hey. • Able to volunteer under the supervision and support of Alder Hey Children's Charity Community Fundraising Team. • To work according to our volunteer policies and procedures • Be reliable, flexible, with good communication skills • Good organisational, time management and interpersonal skills • Able to ask for help when needed and be willing to take part in any training the Charity provides

	<ul style="list-style-type: none"> • Have a warm, calm and friendly manner that reflects the Charity's values • Feedback to Alder Hey Children's Charity staff if you have particular concerns or difficulties • Ability to remain resilient and show compassion to members of the community and our supporters • Have a responsible approach to health and safety
Commitment	To be willing to work as part of the team at Alder Hey Children's Charity and to commit to arranged working hours (as agreed at start of placement with our Volunteer Lead)
Location	On location at our fundraising events or on site at Alder Hey Children's Charity, The Atrium, Alder Hey Hospital, Liverpool, L12 2AP
Skills/experiences/personal qualities	<p>The role may suit you if you want:</p> <ul style="list-style-type: none"> • A friendly and supportive environment: Perfect for building confidence and developing interpersonal skills in a welcoming team. • Teamwork: Learn to work as part of a team, fostering communication and cooperation skills. • To make a difference: A fulfilling role for those passionate about contributing to a worthwhile cause and supporting the local community. • Personal growth: Develop time management, organisational skills, and a sense of responsibility through varied tasks. • A role accessible for all levels: No prior experience required, making it suitable for individuals of all ages and backgrounds.
Application Process	<p>Making sure that we have the right people in the right roles is an organisational priority and extends to our volunteering community. As part of the recruitment process for this role we'll invite you to complete an application form and contact any provided references and then have a conversation around suitability for the role.</p> <p>As we would with any role, paid or unpaid, we will talk to you openly about any reservations we identify that result in our decision not to offer you a place volunteering in this role.</p>
DBS required	None required for this role.
Support and Supervision Training required	<p>Support and supervision will be provided by the Community Fundraising Team.</p> <p>Any training and induction sessions must be completed before the placement. Further details to be discussed during the recruitment process.</p>
Volunteer expenses	Travel expenses will be provided as per our expenses policy.
Further information	<p>For further information, please complete the expression of interest form on our website - Join Our Team By Volunteering Alder Hey Children's Charity</p> <p>Once received we will get back to you as soon as we can.</p>