



EVENTS VOLUNTEER Application Pack

 **Headway**
East
London

Role Details

Role:	Events Volunteer
Location:	Headway East London, Timber Wharf, 238-240 Kingsland Road E2 8AX and external sites when required
Days/Times:	As and when events occur
Responsible to:	Volunteer Coordinator

About Us

Headway East London (www.headwayeastlondon.org) is a charity supporting people affected by brain injury. Working across 13 London boroughs we offer specialist support and services for survivors and their families. We offer therapies, advocacy, family support and community support work alongside our day service: a community venue where people can make the most of their abilities and interests.

We also promote awareness and understanding of brain injury by providing information to the public, and offering training to university students, professionals and businesses.

Our vision is to build a community where people with brain injury are valued, respected and able to fulfil their potential.

About the Role

Headway East London is looking for **Event Volunteers** to support our ever-expanding and exciting events calendar. You will be volunteering alongside our project leads as well as volunteers from our Day Service and people living with acquired brain injury. You don't need any special skills or knowledge, we'll give you the induction you need, and support is always on hand!

The role is varied and volunteering hours usually start after 4.30pm/5pm for about 5 hours. Occasionally our events will happen during the weekend. You will be mostly based at our centre in Hackney but travel maybe needed for specific occasional events offsite. Please see below (main duties) for examples of some our regular events.



Main Duties

- To support the general running of Headway East London events, working alongside staff and departments to showcase Headway East London's creative outputs and to raise awareness of the community.
- Support in running Front of House at Supper Clubs/Winter Feast (community inspired events based at Headway East London, showcasing the kitchen project and collaboration with members and staff to produce inspired dishes to a wider audience of Headway partners) and other events – support within the role includes serving food, clearing tables, serving drinks.
- Support in setting up and running events alongside staff/project leads; such as table decorations, laying tables setting up the merchandising stall.
- Supporting with Open Studios – help with setting up the space, supporting with sales, packaging and general social engagement (on site).
- Working alongside the staff, support in the selling of merchandise, having a good understanding of the specific artists involved in the creation of merchandise and selling this to audiences at events.
- Volunteering at other events that run throughout the year (TBC).

Person Specification

- Good organisational skills
- Ability to work on own initiative and as part of a team
- Reliable and trustworthy
- Committed to the values, vision and objectives of Headway East London
- Committed to equal opportunity issues and ability to maintain confidentiality



Commitment

There is no formal commitment for this as events occur every few months. Due to the nature of our membership consistency is important to us.

Selection

The selection process is as follows:

1. Fill out a **short application form** (available on our website) and provide **two referees**.
2. On receipt of satisfactory references the applicant will be contacted by the Volunteer Coordinator. If possible a visit to the centre will be arranged.
3. You will be asked to sign a Volunteer Agreement, Confidentiality, and Consent form and read through the Volunteer Induction Handbook
4. You will be notified of the upcoming events and a start date will be arranged.

Potential volunteers with a brain injury will go through stage 1 & 2 and will be asked to complete an additional form to ensure we give appropriate support. We will then ask them to come in for a catch up with the Volunteer Coordinator. If your application is successful your name and details will be added to our mail out for events volunteers.

The above Role description is not exhaustive but an indication of the duties the post holder may undertake and will be subject to review.

If you do not meet all the required criteria but have a keen interest in the role we would welcome an application from you.



Benefits of Volunteering with Us

Volunteers are very much appreciated at Headway East London and make an invaluable contribution to the work that goes on here. We have a vivacious team of volunteers some of which have been with us for over 20 years and we continue to celebrate them and are constantly working towards providing new opportunities. You will be able to join a lively community of people with a wide range of interests and skills. We are happy to provide references.

Additional benefits of volunteering with us are:

Training/Support

- Each volunteer is given a basic **induction** which includes information on health & safety, fire precautions, confidentiality, equal opportunities and a brief outline of the long-term effects of head injury.
- **Ongoing support** is available from staff at the events and from the Volunteer Coordinator.
- Once a month a **training session** is held, delivered by our specialist staff and is open for volunteers to attend.

Expenses

Travel expenses to and from the events can be considered depending upon the event (car mileage and travel expenses within London only). For any expenses claimed a receipt must be provided.

