



ROLE TITLE:	Event Volunteer
LOCATION:	Wales
RESPONSIBLE TO:	Adoption Community Manager
HOURS OF WORK:	A few hours per month

About the role

Events organised by Adoption UK Cymru are facilitated face to face or virtual meetings/events run by community group coordinators (who are volunteers) or the Adoption Community Manager. The events are run to offer local networking, support, information, advice, guidance and a sense of community for adoption UK members.

Events are held at different points during the year, and the frequency is dependent on the availability of the Adoption Community Manager or our Community Group Volunteers.

What you will be doing

There could be a range of tasks depending on the event and your preferences. You could be setting up equipment and displays or helping to check in families on arrival at an event or supporting activities with children or adults. You will be a welcoming face and point of contact for families during an event.

PERSON SPECIFICATION

The skills and experience you need:

- Enthusiasm
- A friendly manner
- Excellent communication and interpersonal skills
- Ability to work as part of a team
- Ability to respect and understand the need for confidentiality
- Flexible and adaptable approach to work
- Positive and motivated attitude to work
- Professional approach
- Ability to respect other people's differences and choices
- Confidence to work independently and the ability to recognise when to ask for support or raise concerns if required

Benefits of volunteering with Adoption UK

- Meet new people and be part of helping adopted young people to thrive
- Access to the online family members area and the opportunity to attend relevant training and development opportunities
- Use and develop your communication, organisational and people skills
- Receive an induction, relevant training, the support you need to carry out the role and agreed out-of-pocket expenses

Timetable:

This is a rolling vacancy that will remain live, we will contact suitable candidates upon receipt of application.

Queries:

Would you like to know more about the role or application process? Please email Rebecca.Lewis@adoptionuk.org.uk and she will get back to you.

Learn more about volunteering with us:
<https://www.adoptionuk.org/volunteering>

Key Information:

Safeguarding role requirements:

All applicants will be subject to an Enhanced DBS