



**National
Trust**

Volunteer Role Description Events Assistant

What is an Events Assistant?

Events Assistants help to deliver a variety of different events at *****your National Trust place***** from planning and preparation to setting up and running activities on the day. It's about offering something fun and memorable for visitors and encouraging them to return, and/or tell their friends about us.

What's in it for you?

- Becoming part of a friendly and dedicated team
- Meeting people from all walks of life and making new friends
- Improving your communication skills
- Enjoying new experiences and learning something new every day

What's involved?

- Helping to prepare for the event – this might involve preparing craft activities, information and signage, marking out spaces for exhibitors, moving tables and chairs, putting up gazebos and so on
- Being a friendly face for all visitors attending the event, answering any questions and encouraging them to get involved
- Promoting other events at *****your place***** and at other National Trust places locally
- Getting visitors to feed back on the event by filling in comment cards or questionnaires
- Leading creative workshops such as children's craft activities when needed
- Checking on exhibitors to make sure that their needs are met
- Becoming familiar with and then following the National Trust's Health and Safety Policy at all times

This role is purely voluntary and this arrangement is not meant to be a legally binding one or an employment contract

- Giving any other appropriate assistance as may be reasonably requested

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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.

Extra information

- Your place** ****place name****
- Time commitment** Once a fortnight, or more if you can **** amend as necessary****
- Volunteer Manager** **** enter name ****
- Staff Contact** **** enter name or delete as appropriate ****
(if different)
- Training/Resources** **** add details of induction and training process here****
- Expenses** Out-of-pocket travel costs between home and volunteering place will be paid, and other reasonable expenses agreed in advance

About the National Trust

The National Trust is a registered charity and is completely independent of Government. We rely for income on membership fees, donations and legacies, and money raised from our commercial operations. We are supported by 3.8 million members and 61,000 volunteers without whom we simply could not manage. We protect and open to the public over 300 historic houses and gardens and 49 industrial monuments and mills. But it doesn't stop there. We also look after forests, woods, fens, beaches, farmland, downs, moorland, islands, archaeological remains, castles, nature reserves, villages – for places, for ever, for everyone.

About **** place name****

****Add in place-specific section here****

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