

# Events & Volunteer Co-ordinator

*(self-employed)*



<b>Job description</b>	To coordinate the All Aboard Club (AAC) programme of inclusive play sessions and the team of volunteers which run them.
<b>Hours of employment</b>	7 hours per week (flexible)
<b>Hourly rate</b>	£25 per hour
<b>Current duties</b>	<ul style="list-style-type: none"> <li>• Help to plan our yearly programme of play sessions in multiple venues.</li> <li>• Manage the current event programme, including venue bookings and invoicing.</li> <li>• Coordinate bookings for one-off events for local support groups and birthday parties</li> <li>• Maintain up-to-date event listings of our play sessions on Facebook, Eventbrite and the AAC website.</li> <li>• Manage a team of over 30 volunteers, aged 15 to 50+.</li> <li>• Ensure that there are sufficient volunteers at each event, using an online rota and WhatsApp group for communication.</li> <li>• Respond to new volunteering requests and manage the recruitment and training of new volunteers</li> <li>• Maintain a database of volunteers</li> <li>• Process volunteer expenses</li> <li>• Analyse event attendance and volunteer engagement</li> </ul> <p>This role is evolving. Therefore these duties may change over time.</p>
<b>Skills &amp; experience required</b>	<p>ESSENTIAL</p> <ul style="list-style-type: none"> <li>• Experience of supporting volunteers in a small organisation</li> <li>• Experience of organising public events and venue hire.</li> <li>• Be aware of current GDPR requirements, and safeguarding measures relating to working with volunteers under the age of 18.</li> <li>• Able to communicate effectively by email and telephone with venues, support organisations and AAC colleagues.</li> <li>• Able to work with minimal supervision.</li> <li>• Be proactive in identifying problems and recommending improvements to existing systems.</li> <li>• Highly organised with good attention to detail</li> <li>• Computer literacy, particularly in Microsoft Office, email, WhatsApp and Dropbox.</li> </ul>

	<p>DESIRABLE</p> <ul style="list-style-type: none"> <li>• Personal experience of autism/ADHD (through friends, family or your own lived experience)</li> <li>• Experience of managing events in Facebook and Eventbrite</li> </ul>
<b>Where &amp; when</b>	<p>This role works remotely. Tasks can be carried out at flexible times including evenings and weekends, although we need you to be able to monitor and respond to enquiries in a timely way. You will therefore need to spread your hours across a minimum of 3 days per week.</p> <p>The role will be supervised by the AAC Administrator, using regular Zoom calls.</p>
<b>Self-employed status</b>	<p>This role is offered on a self-employed basis. You will need to complete your own self-assessment tax return.</p> <p>The role is funded by Access to Work, and is reviewed on an annual basis. Therefore the post holder will need to submit a monthly report of their hours worked to a 3<sup>rd</sup> party agency, which will make payments to them directly.</p> <p>You will be required to provide your own IT equipment and a suitable place to work.</p>
<b>More about All Aboard Club</b>	<p>For more information about All Aboard Club:</p> <ul style="list-style-type: none"> <li>• Website: <a href="http://www.allaboardclub.com">www.allaboardclub.com</a></li> <li>• Facebook: <a href="https://www.facebook.com/allaboardclubuk">www.facebook.com/allaboardclubuk</a></li> </ul> <p>What does an All Aboard Club play session look like? Watch our Youtube videos here:</p> <ul style="list-style-type: none"> <li>• <a href="https://www.youtube.com/watch?v=jNvJt8YrfYg">https://www.youtube.com/watch?v=jNvJt8YrfYg</a></li> <li>• <a href="https://www.youtube.com/watch?v=J9vZ0A5UTeE">https://www.youtube.com/watch?v=J9vZ0A5UTeE</a></li> </ul>
<b>How to apply</b>	<p>Please email your CV to <a href="mailto:info@allaboardclub.com">info@allaboardclub.com</a>, together with a covering letter (no more than 300 words) which explains how your experience matches the position. Please give examples of similar work you have carried out.</p> <p>Your application should reach us by <b>Sunday 13 November</b>. Interviews will be held during the week commencing 21 November.</p> <p>If you are short-listed for the post, we will invite you to a phone or Zoom call with the managing director, Richard Semmens and the current role holder, at a convenient time for you.</p>