



FOREVER HOUNDS TRUST

Matching greyhounds and lurchers to happy homes

www.foreverhoundstrust.org • 03000 111 100

Role Profile

Events Volunteer

Overall objective: To support the smooth running of Forever Hounds Trust events (e.g. street collections, dogs shows, quiz nights) by working with other volunteers, providing a friendly and helpful service to our supporters and members of the public.
To help us maximise the opportunities to raise money and awareness for Forever Hounds Trust.

Responsible to/ supported by: Volunteer Regional Events/ Assistant Regional Events Co-ordinator, Fundraising Manager and Volunteer Manager (staff members)

Key tasks:

This will depend on the location and type of event. However generally Events Volunteers will take part in one or more of the following tasks:

- Welcome visitors to the event
- Talk to members of the public enthusiastically about Forever Hounds Trust to raise awareness about our work (information and support will be provided as required).
- Encourage visitors at the event to take part in the activities on offer, including fundraising games, raffle and dog shows.
- Assist by running a fundraising activity stand such as a tombola or a game, including cash handling.
- Help to set up the event by putting up gazebos, banners, etc, laying out display stands and take down/clear up.
- Offer appropriate Forever Hounds Trust publications/materials to those attending the event.
- Answer general queries and direct any rehoming or other specific dog welfare/training questions to an appropriate member of the staff and/or volunteer team.

Skills and abilities:

- Confident when speaking with members of the public; enthusiastic about Forever Hounds Trust.
- Good communication and listening skills.
- Good numeracy and experience handling money, giving change etc.
- Ability to work as part of a team; reliable
- Ability to maintain confidentiality.
- A commitment to represent Forever Hounds Trust in a positive way.
- A willingness to attend all briefings and training sessions related to your role.

- Ability to following instructions from lead volunteers and/or staff.

Time commitment:

The timing of the events will vary and so the opportunity is flexible. Many events will take place at weekends and in the evenings.

How we will support you:

You will receive full support in your role. Forever Hounds Trust will provide you with guidance and direction to ensure that you have a positive, enjoyable volunteering experience.

For further information or to express your interest, email volunteering@foreverhoundstrust.org