

Groundwork London

Volunteer Role Description



Job Title:	Volunteer Event Planner
Responsible to:	Youth Participation Coordinator
Responsible for:	N/A
Location:	Morley Street and The Nest

ROLE BACKGROUND:

We are searching for a Volunteer Event Planner as part of Groundwork's effort to expand projects focused on the well-being of young people. This role is vital for organizing successful events, workshops, and activities focused on promoting mental health and the overall well-being of young individuals. The Event Planner will play a key role in creating engaging experiences that contribute to the overall success of the organization's youth-focused initiatives.

Groundwork aims to integrate the voices of young people into our service delivery, emphasizing our commitment to involving them in shaping Youth Mental Health initiatives. You will be provided with training and support during your time with us.

MAIN OBJECTIVES:

- **Successful Event Execution:** Ensure successful planning and execution of events, meeting predetermined goals and objectives, and creating positive and memorable experiences for attendees.
- **Community Engagement:** Foster community engagement by organizing events, encourage participation, and contribute to a sense of belonging.
- **Promotion of Mission:** Align event planning efforts with the organization's mission and goals, using events to raise awareness, gather support, and enhance the organization's overall impact.

KEY TASKS & RESPONSIBILITIES:

- **Management:** Coordinate various aspects of events, including venue selection, scheduling, budgeting, and coordination with vendors, to ensure smooth and efficient event operations.
- **Team Collaboration:** Collaborate with volunteers, staff, and stakeholders to delegate tasks effectively and ensure seamless coordination in all aspects of event planning and execution.
- **Community Outreach and Promotion:** Develop and implement strategies for effective event promotion and community outreach, using various channels such as social media,

newsletters, and local networks to attract attendees and generate interest in the organization's activities

OTHER RESPONSIBILITIES

- Work with due regard for Groundwork's core values and objectives
- Ensure the effective implementation of and adherence to, the Trust's Diversity, Equal Opportunities and Health and Safety policies and procedures

PERSONAL AND PROFESSIONAL DEVELOPMENT

- Share best practice and achievements, and actively seek opportunities to present outcomes and case studies.
- Contribute to the learning of others across the organisation by sharing knowledge and skills both informally and formally by participating in the trust's training and development programme.

[Jan 2024]