



Regional/Local Event Co-ordinator

Role description

Overall objective: To be part of a team of voluntary regional/local event co-ordinators that develop and manage portfolios of regional events to generate income, home offers and volunteer support for Greyhound Rescue West of England across the UK.

Responsible to: National Event Co-ordinator

This is a voluntary role with responsibilities and tasks to include:

- Develop and manage a portfolio of events in their area to increase donations, recruit new homes and supporters and raise awareness of GRWE
- Generate, co-ordinate and attend regional/local events such as street collections, store collections, meet & greets, shows and so on, delegating to suitable volunteers where necessary
- Book all events in your area and be aware of what is going on – either to avoid clashing with or to contact the organiser to see if GRWE can attend, e.g. local fetes, dog shows, coffee mornings, street and store collections
- Make contact with, recruit and maintain active contact with suitable volunteers and manage the 'volunteer process' (e.g. cycle of invitation, updates, thanks and follow-ups) where appropriate
- Ensure that the volunteers' personal data is managed in compliance with the Data Protection Act of 1998. In a nutshell: unless you have their express permission you cannot disclose a person's email, telephone number etc to anybody else, or use it for any other purpose than they agreed to at the time. Always use the bcc field when emailing invitations, thanks and updates to multiple volunteers unless they are part of a regular list of people who have all agreed to have their email addresses shared among the group.
- Ensure you know the extent of your regional/local area and which Local Authorities/Councils are covered within it
- Ensure all relevant and necessary paperwork is applied for, completed and submitted on time and records kept. This includes, but is not limited to, relevant local authority permits, risk assessments and so on
- Ensure that you have sufficient merchandise and possibly borrow a gazebo or a banner (check with your region's stock holder) and leaflets for the day

- Ensure that all monies collected are counted, banked and the necessary paperwork completed according to GRWE guidelines – contact the National Events Co-ordinator for initial guidance
- Ensure that all scheduled events are listed on the Charity’s website with complete details, i.e. time, place, nature of event, any special needs or issues
- Liaising with your Regional PR Officer and with the voluntary New Media Officer to advertise, update, recruit and so on via, print media, Facebook, Twitter etc.
- Maintain records of events attended (what, when, where and amount raised)
- Ensure that a short write up and any photographs taken are sent for inclusion in the Charity’s weekly Communication Bulletin and also added to the Event Roundup page on the Charity’s website
- Ensure that all ‘your’ volunteers are aware of their obligations and the Charity’s guidelines when representing GRWE
- Not commit the Charity to any unauthorised expenditure – check with your Link Trustee and get the go ahead before committing to any pitch or stand or anything else if there’s a cost involved
- Participate in the monthly email round-robin sent from the National Event Co-ordinator to all the regional voluntary event co-ordinators to exchange ideas and best practice, share experiences, templates and give reminders, hints and tips
- Ensure that the Charity’s mission, objectives and key messages are correctly and positively presented at events

Skills and abilities:

- An excellent communicator with strong organisation, event co-ordination and people management skills
- An enthusiasm for GRWE’s work and the ability to represent the Charity at all levels – you are the face of GRWE that the public sees
- Proactive and positive approach to developing, recruiting and managing events and volunteers
- Knowledge and understanding of the Data Protection Act of 1998 and how it applies to charities, fundraising and volunteers. It is essential that data relating to volunteers and supporters is managed and kept strictly accordance with the rules and principles set out
- Attention to detail and good record keeping skills
- Ability to coordinate and motivate a team of volunteers
- Commitment to the Charity’s objectives

Remember – you are not alone and this is a voluntary role!

Seek tips, advice and support from other local event co-ordinators and the National Event Co-ordinator.