



Elton Community Centre  
School Lane, Elton CH2 4LT  
Reg: Charity No. 520048

Email: [admin@eltoncommunitycentre.co.uk](mailto:admin@eltoncommunitycentre.co.uk)

## **VOLUNTEER JOB DESCRIPTION**

## **Events Planner**

**ROLE OVERVIEW:** Making a positive difference by supporting the creation, planning and delivery of a wide series of events taking place throughout the year. Actively engaging and encouraging participation within the village community and working with individuals or groups accessing the centre for bookings or hire.

**SUPERVISOR:** Planning Coordinator

**HOURS:** Events meetings take place on the 2<sup>nd</sup> Friday of each month (evening). Additional support as for specific events including occasional evenings or weekends.

### **MAIN ROLE RESPONSIBILITIES:**

- To support with the organisation, supervision and delivery of key events and seasonal projects including the summer fair and Christmas fair.
- Participation on the day including set up and wrap up!
- To assist with the planning and participation of agreed activities and events.
- Working with suppliers and supporting external hirers and bookings at the centre.
- To help coordinate the necessary volunteer support to successfully deliver events.
- Support the events coordinator with the wider annual events programme.
- Assisting with the marketing and communication of events.
- To attend monthly events planning meetings at the centre.
- Adherence to all community policies including Health & Safety.

### **PERSON CRITERIA:**

- Ability to engage confidently with a wide range of individuals and groups in the local community.
- A creative thinker, able to use own initiative and contribute to planning.
- Strong organisational skills.
- Confident communicator, written and verbal.
- Willingness to support seasonal events and events taking place during the evening or weekends.
- Able to follow and adhere to all community policies including safe- guarding and Health & Safety.