

Reg. charity no. 1058540

VOLUNTEER YOUR WAY TO WORK

Volunteer your way to work provides tailored volunteering opportunities to gain experience, skills and confidence aimed at making the transition into work easier and less daunting. Working within ESTEEM you will have support of a mentor and staff team during the process, completing with a reference from us, a CV and easier access into meaningful employment.

Events Assistant

Hours: Regular hours to be confirmed at interview, commitment of 2-6 months required
(CV writing drop in Thursday 11am-3pm)

Location: ESTEEM % The Old School House, Ham Road, Shoreham

Responsible to: Youth Coast Project Manager and ESTEEM management team

Interview Required

JOB DESCRIPTION

To plan and run community events to raise ESTEEM's profile and provide fun, healthy activities for the wider community and young people that ESTEEM supports. This could be anything from a fun-run to a music festival! This role would suit those interested in learning or developing skills in events management for example.

TYPICAL DUTIES

- Organising teams with assistance from project coordinator in order to deliver effective events both within ESTEEM and the wider community.
- Having sight of "the bigger picture" and identifying gaps and jobs that need completing in order to make the event happen.
- Generating ideas for events that met ESTEEM's objectives and come within budgets.
- Leasing with other partnership organisations in order to deliver joint initiatives and get members of the community involved.
- Supporting existing events in the ESTEEM calendar such as the annual hike
- Organising planning meetings, creating schedules and ensuring progress it being made so that events are delivered in a timely manner and to a high standard.

ESTEEM

The Old School House, Ham Road, Shoreham-by-Sea, West Sussex BN43 6PA
01903 854987 hello@esteem.org.uk www.esteem.org.uk

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PERSON SPECIFICATION

- You will be someone who can see how different elements fit together in order to form a bigger picture.
- You will have good communication skills and the ability to explain plans and activities clearly to members of your team.
- The ability to communicate with members of the local community and involve them within planned events.
- Good organisation skills and the ability keep to and create schedules of work.
- The ability to find solutions when things don't go to plan and preempt possible problems before they arise.
- Be able to work well under pressure, and hold lots of information.

WHAT YOU CAN EXPECT FROM ESTEEM

At ESTEEM we care about your wellbeing and development. We are committed to support you in making positive change and reaching your goals.

You can expect the following from us,

- New opportunities both in the UK and abroad.
- Support and advice every step of the way.
- 1 hour of vocational mentoring a week with an experienced and professional mentor.
- The opportunity to create an up to date CV which includes new skills learnt within our CV and careers drop in session
- A national accreditation for your voluntary work if you are aged 14- 25 and a certificate of completion from ESTEEM
- Valid experience within the voluntary sector.
- Training in both general work skills as well as those specific to your role.
- A reference for future employment from the ESTEEM staff.
- The opportunity to go on to future work placements with local businesses in different sectors.
- The satisfaction of knowing that you are making a vital difference to the work of ESTEEM and in supporting young adults from a disadvantaged background.

For further information and to arrange an interview please email emma.edwards@esteem.org.uk