



Reg. Charity N<sup>o</sup>: 1090241  
C<sup>o</sup> Ltd By Guarantee: 4273386

## Assistant Charity Event Manager (Volunteer)

### Role Description

Role Title:	Assistant Charity Event Manager
Area of work:	World Fire Fighter Games 2008, Liverpool
Office base:	SHQ and Games Village during Games
Responsible To:	Volunteer Manager

### Role Purpose:

The World Firefighters Games 08 will be supporting seven charities through the donation of operating surpluses from the Games and also by providing opportunities using the WFG08 name and logo etc to raise further charitable funds. To take advantage of this opportunity the WFG08 Board has created the WFG08 Charity Fund which is run by a Steering Group. The Steering Group is made up of representatives from each of the beneficiary charities and is chaired by the WFG08 board member for Volunteer and Charity participation. The Charity Fund has charity status and is governed by the Fire Support Network. The member charities are;

Roy Castle Foundation  
Marina Dalglish Appeal  
Community Foundation for Merseyside  
Burned Childrens Club  
Liverpool City Lord Mayors charity appeal  
Fire Services National Benevolent Fund  
Fire Support Network

The Steering Group will be running five major fund raising events during 2008 in the run up to the games in August/ September. Leading the event is a professional fund raiser and this role will be to support and assist this person in their duties. The events will include a Gala Dinner, Celebrity "Question of Sport" and other high profile events.

### Main tasks:

Assist the Lead Fund Raiser to

- Identify and qualify locations for events
- To prepare plans for the events including full costings
- Booking of locations, caterers, entertainers etc
- Publicity of events

- Production and sales of tickets
- Liaison with event location managers, caterers, entertainers etc to ensure that planned event runs smoothly
- Attendance at event to prepare location i.e. decoration of tables etc
- Assistance with activities at event i.e. running of auctions raffles etc.
- Ensure that all monies raised is accounted for and banked as necessary

*Other Duties:*

- To produce reports and accurate records
- Attend regular Steering Group meetings to review progress with event planning
- To undertake any other tasks as may be deemed reasonable and appropriately connected to the charity fund.

**Confidentiality**

To be responsible for maintaining confidentiality of information relating WFG08 volunteers and to the work of Fire Support Network.

**Equal Opportunities**

To be committed to equal opportunity principles and to comply with Fire Support Network's policies and procedures relating to equal opportunities.

**General**

To participate in regular staff meetings and to use all relevant learning opportunities to improve personal skills.

**Hours of Work**

Several hours per week until the start of the Charity Events where the commitment will need to be greater.

The role-holder will be expected to adopt a mature and common sense approach to this arrangement.

**Management Arrangements**

The role-holder will be a Fire Support Network volunteer and receive line management for this role from the Volunteer Manager.



## **PERSON SPECIFICATION**

The role holder should be able to demonstrate that they have the skills and experience in each of the following areas:

### **COMMON REQUIREMENTS OF ALL FSN POSTS:**

#### **Communication Skills**

- To be able to understand and be understood by different groups and individuals in various situations.
- To be able to prepare and present both written and verbal reports to a high standard.

#### **Interpersonal Skills**

- To be able to form good working relationships with people from a wide range of social, cultural and ethnic backgrounds to enable you to achieve your goals and also to promote Fire Support Network's reputation.

#### **Organisational Skills**

- To be able to plan and organise your own workload and manage your time.
- To be able to set up and maintain appropriate systems for the management of your work.

#### **Team Working**

- To be able to contribute to the Fire Support Network team overall effectiveness, to share skills, expertise and ideas.

#### **Information and Communication Technology**

- To be able to use and have experience of using a word processor, database and spreadsheets.

#### **Equal Opportunities**

- To be committed to equal opportunities for everyone, i.e. people who have been treated differently because of their race, gender etc.

#### **Voluntary Sector**

- To have an understanding of the voluntary and community sectors, the context within which they work and their value base.

### **Essential Additional Requirements Specific to this Post:**

- Self motivation and ability to work on own initiative
- The role holder must hold a full driving licence.

**Desirable Additional Requirements Specific to this Post:**

- Experience of working with voluntary and statutory agencies

