

Ahmed Iqbal Ullah Education Trust

Central Library, MCC, PO Box 532, Albert Square, Manchester. M60 2LA

Events Volunteer

Main purpose- To support and promote activities and events

<p>What would I be doing?</p>	<p>Supporting and promoting events and activities by:</p> <ul style="list-style-type: none">• Promoting the event to adults, children and families, for example by designing and/or delivering leaflets, posters, displays etc• Assisting with the event and activity sessions• Helping staff members get ready for the event and helping to clear away afterwards• Welcoming people to the event and directing them to the event location• Talking to visitors about the activity, gathering feedback and promoting forthcoming events• Helping to plan and develop activities and projects
<p>When can I do my volunteering?</p>	<p>Activities and events take place throughout the year. Some events may be held in the evening, others during the day, and others at the weekend. You will be able to state a preference for the type of activity and the times that you are able to volunteer with us.</p>

<p>Where will I be volunteering?</p>	<p>Our events and activities will generally take place at archives and library venues, but will sometimes be in other locations for example in community venues, parks or churches. If you are interested in getting involved alongside our staff and partner organisations, this could also be part of your volunteering role.</p>
<p>Who will be there with me?</p>	<p>Ahmed Iqbal Ullah Educational Trust and Centre staff and partner organisations who will be coordinating the events and activities.</p>
<p>Support and Review</p>	<p>Regular support and guidance will be given by a named contact. Another volunteer role may be suggested if there is an interest in other areas of our work.</p>
<p>Training, Resources and Information</p>	<p>A full induction will be given, and further training offered where appropriate.</p>
<p>Am I right for this opportunity?</p>	<p>This opportunity would suit someone who:</p> <ul style="list-style-type: none"> • Enjoys being with people • Has good communication skills • Has or wants to develop event management skills • Has or wants to develop promotional skills
<p>What will I get from volunteering?</p>	<p>Some of the benefits are:</p> <ul style="list-style-type: none"> • Gain experience of planning, delivering, promoting and helping with events/activities • Gain experience of working with people • Meeting new people and making friends

	<ul style="list-style-type: none">• Valuable training and experience that can be included in CVs and job applications
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