

Volunteer role description Events volunteer

What is an events volunteer?

Our public events programme is an important part of Fulham Palace's work, both for generating income for the charity and raising awareness. As well as helping on event days you might want to get involved in the lead up to an event. Admin, logistics and promotion are all part of successful event planning.



<p>What's in it for you?</p>	<ul style="list-style-type: none"> • the opportunity to be involved with interesting and exciting events including the Christmas fair (Dec) Apple day (Oct) and Green meet (May) • hands on experience in a heritage/museum setting • being a part of a small, dynamic and dedicated team • to be involved with a positive and engaging volunteer culture including social events, outings, forums and our volunteer portal where volunteers are able to contribute blogs posts; join in discussions with other volunteers, sign up to sessions and access all the information you need as a volunteer online • volunteer across multiple roles to enjoy variety, learn more, and gain breadth of experience • once you have established an excellent knowledge of the site you may be offered to assist Palace staff on photography and filming shoot days • references for people who volunteer with us regularly for 6 months or more
<p>What's involved</p>	<p>Depending upon your interests, experience and availability, tasks could include:</p> <p>At the event:</p> <ul style="list-style-type: none"> • welcoming attendees, supporting an information service for visitors or liaising with suppliers • ticket collection, selling tickets/taking payments • helping run an activity e.g. craft, game, tour etc • helping set up and pack down • litter picking, checking toilets, monitoring facilities • assisting event organisers

	<p>Prior to the event:</p> <ul style="list-style-type: none"> • preparing attendee ticket lists and event tickets • assist in event, vendors and performers planning and research • communicating with performers and vendors • promoting upcoming events including around palace and in local area • engaging with local businesses • completing satisfaction surveys at events <p>Filming and photography:</p> <ul style="list-style-type: none"> • Assisting monitor production companies as they operate in the historic rooms or grounds <p>Whilst support and training will be provided, from time-to-time volunteers may work independently or without one to one supervision</p>
<p>This role will suit people who...</p>	<ul style="list-style-type: none"> • have good interpersonal skills – being a friendly and helpful representative of Fulham Palace is a key part of the role • have an interest in, or experience of, delivering events • wish to support Fulham Palace in generating vital income for the charity <p>If working on event planning:</p> <ul style="list-style-type: none"> • have basic computer skills, a good level of written and spoken English as well as good attention to detail
<p>Availability</p>	<p>Public events mostly occur at weekends. Whether you are volunteering for all or part of the event it will be important to attend the scheduled briefings to ensure you are equipped with all the information you will need to perform your role and be an effective member of the team.</p> <p>You can volunteer for as many or as few events as your availability permits. There is normally several months' notice of event dates so you can put them in your diary.</p> <p>Event planning can take place any day of the week including weekends, and can be done from home. At least one month commitment, volunteering part-time is preferred .</p>
<p>Main contact</p>	<p>Raphaella Ashford, events and filming manager</p>
<p>Training and resources</p>	<ul style="list-style-type: none"> • full induction including health and safety procedures • briefings for each event and relevant internal training in advance • all new volunteers have an introduction period, this is a settling in time of around 6 weeks. At the end of this the volunteer development officer will catch up with you; this is an opportunity for both parties to reflect and make any adjustments to the role that are needed • access to our volunteer's website, the 'volunteer portal', including a blog, downloadable resources, rota and events page

<p>Getting to the Palace</p>	<ul style="list-style-type: none"> • the nearest tube station is Putney Bridge • the nearest railway station is Putney • there are several bus stops within walking distance • we reimburse travel expenses up to £8 per session
<p>What next?</p>	<p>Please get in touch by completing an enquiry form, available at: https://www.fulhampalace.org/get-involved/volunteer-at-fulham-palace/</p> <p>If you have any questions you can contact our volunteer enquiry assistants by emailing volunteer@fulhampalace.org or telephoning 020 7751 2433</p> <p>Potential volunteers will be invited to an informal interview to discuss the role further in person.</p>
<p>Fulham Palace values the involvement of volunteers; they enhance everything we are able to do. We are committed to offering volunteer opportunities of a high standard and welcome feedback.</p>	