

## Volunteer role description Events support volunteer

### What is an events support volunteer?

Our public events programme is an important part of Fulham Palace's work, both for generating income for the charity and raising awareness.

Event support volunteers help the team deliver an excellent event experience to attendees of our exciting public events programme, ranging from Opera at the Palace to outdoor theatre, outdoor fairs and a variety of Christmas events.



<p><b>What's in it for you?</b></p>	<ul style="list-style-type: none"> <li>• the opportunity to be involved with interesting and exciting events including the Christmas fair (Dec) Apple day (Oct), Go Green fest (May), Opera at the Palace (Feb), Outdoor theatre (summer)</li> <li>• hands on experience in a heritage/museum setting</li> <li>• being a part of a small, dynamic and dedicated team</li> <li>• 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</li> <li>• volunteer across multiple roles to enjoy variety, learn more, and gain breadth of experience</li> <li>• references for people who volunteer with us regularly for 6 months or more</li> </ul>
<p><b>What's involved</b></p>	<p>Tasks at the event include:</p> <ul style="list-style-type: none"> <li>• offering a friendly welcome to attendees</li> <li>• supporting an information service for visitors and event attendees</li> <li>• ticket collection, selling tickets/taking payments, monitoring entrance and exit</li> <li>• helping run an activity e.g. craft, game, tour etc.</li> <li>• helping set up and pack down (if you feel physically able to do so)</li> <li>• litter picking, checking toilets, monitoring facilities</li> <li>• marshalling the site during events</li> <li>• assisting event organisers</li> </ul> <p>If you are interested, there is also the option to get involved with tasks in preparation for the event, such as event promotion and preparing attendee lists and event tickets.</p>

	Whilst support and training will be provided, from time-to-time volunteers may work independently or without one-to-one supervision
<b>This role will suit people who...</b>	<ul style="list-style-type: none"> <li>• have good interpersonal skills – being a friendly and helpful ambassador of Fulham Palace is a key part of the role</li> <li>• have an interest in, or experience of, delivering events</li> <li>• wish to support Fulham Palace in generating vital income for the charity</li> </ul>
<b>Availability</b>	<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>
<b>Main contact</b>	Ana Coltatu, public events and filming manager
<b>Training and resources</b>	<ul style="list-style-type: none"> <li>• full induction including health and safety procedures</li> <li>• briefings for each event and relevant internal training in advance</li> <li>• all new volunteers have an introduction period, this is a settling in time of around 6 weeks. This is an opportunity for both you and your supervisor to reflect and make any adjustments to the role where needed</li> <li>• access to our volunteer's website, the 'volunteer portal', including a blog, downloadable resources, rota and events page</li> </ul>
<b>Getting to the Palace</b>	<ul style="list-style-type: none"> <li>• the nearest tube station is Putney Bridge</li> <li>• the nearest railway station is Putney</li> <li>• there are several bus stops within walking distance</li> <li>• we reimburse travel expenses up to £12 per session</li> </ul>
<b>What next?</b>	<p>Please get in touch by completing an enquiry form, available at: <a href="https://www.fulhampalace.org/get-involved/volunteer-at-fulham-palace/">https://www.fulhampalace.org/get-involved/volunteer-at-fulham-palace/</a></p> <p>If you have any questions you can contact our volunteer enquiry assistants by emailing <a href="mailto:volunteer@fulhampalace.org">volunteer@fulhampalace.org</a> or telephoning 020 7751 2433</p> <p>Potential volunteers will be invited to an informal interview to discuss the role further in person.</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.	