

# Volunteer Role Profile

Volunteer Role

**Fundraising Events Volunteer**

Volunteer Manager

**Fundraising Supporter Care Team**

Where you will be based

**Community**

## Why we want you

We need some enthusiastic Event Volunteers to support our Fundraising team and local Fundraising Supporter Groups in the delivery of a variety of different events throughout the year. From planning and preparation to setting up and running activities on the day, we need you to get involved!

It's about helping us deliver fun and memorable events for the public to enjoy and encouraging them to get involved, make a donation and tell their friends about us!

## What you will be doing

- Helping to prepare for events in your local area – this might involve preparing fundraising packs, information and signage, setting up displays and activities, moving tables and chairs, putting up gazebos and so on
- Providing a warm, friendly welcome to all visitors as the public face of the Scottish SPCA.
- Answering any questions and encouraging people to get involved in the events/activities
- Assisting at large scale events, which might involve manning the car park, directing visitors, providing information, running stalls, assisting with activities, ticket selling and cash handling
- Getting visitors to feed back on the event by filling in comment cards or questionnaires
- Promoting other SSPCA events and campaigns
- Helping to clear up after the event – this might involve clearing up displays, packing away tables, chairs and other equipment, taking down gazebos, litter picking and so on

## The skills you need

- Passionate about animal welfare
- Friendly and approachable
- Enthusiastic, confident and reliable
- Well organised and motivated
- Informed about the work of the SSPCA (training will be provided)
- Competent in basic arithmetic
- Access to your own email account
- Full UK driving licence and access to a car a must – mileage expenses will

be paid

### **What's in it for you**

- • A rewarding volunteer role as part of a great team!
- • Full training and support
- • Great experience for your CV
- • Volunteer opportunities in your local area
- • The opportunity to meet new people
- • Personal satisfaction from knowing you are helping Scotland's animals in need