



**The
Sunnywood
Project**

EXPLORE - LEARN - GROW

Role: Large Event Support Volunteer

Hours:	Casual engagement; Variable hours, dependant on event
Reports to:	Events Coordinator; Directors; Event Lead

Summary and Main Purpose of Role

The Sunnywood Project (TSP) is a non-profit outdoor education and events provider. TSP promotes a love of the great outdoors through a variety of events, conservation and educational programmes stimulating a mentally and physically healthy lifestyle for those living in Bury, Greater Manchester, and surrounding areas. We want to continue promoting the benefits of the great outdoors: the physical, mental, and social wellbeing it can bring an individual - and we aim do this with as many people as possible.

As TSP has grown, so has our offer. As we move into 2024, we will be offering exciting opportunities for our communities such as the *Burrs Colour Dash*, *Sunnywood Fest* and our popular Endurance Events! These events ensure we are meeting our charitable aims and objectives; that we are raising money for the organisation's interventions and projects (e.g. The DofE Award; SPACE; Kindling Kids), and we are offering quality, enjoyable experiential encounters with the outdoors.

As a Large Event Support Volunteer, you can assist us in the safe running of these events and ensuring they are the best they can be, whether that be signing participants in on arrival; facilitating kit checks; assisting with the management of aid stations/checkpoints; enabling the experience of participants as they engage with what's on offer, or assisting with event set-up and pack-down.

Send all queries to:

Info@thesunnywoodproject.co.uk

The Key Tasks and Responsibilities of the role are to:

THE SUNNYWOOD PROJECT

KT 1	Model the ethos of TSP, promote the work of the organisation, and celebrate participant and community achievements as often as possible
KT 2	Engage with training and briefings as required for the role and follow TSP Policies and Procedures at all times
KT 3	Completion of tasks as assigned such as participant sign-in; the fielding of queries; assisting with event setup, etc.
KT 4	Communicate with relevant TSP staff to assist with the safe and effective delivery of large events

PARTICIPANTS

KT 5	Enhance participant experience by helping to create an environment of acceptance and social belonging
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Other Considerations

This role will involve a basic induction

All volunteers will have access to TSP events and services, including training, in return for the contribution of their time

Large Event Support Volunteer: Skills, Qualities, and Knowledge

Essential	<p>An ability to communicate, both verbally and in writing</p> <p>An awareness of what is needed to build, maintain, and facilitate appropriate and effective working relationships with a wide range of people</p> <p>Enthusiasm for the outdoors and community</p>
Desirable	<p>IT literacy</p> <p>First-aid training</p> <p>Prior experience in event support/event management roles</p> <p>Experience with the outdoors</p> <p>The ability to organise and plan effectively, including planning, managing and monitoring own tasks and time</p>
Additional Qualities	<p>Integrity, honesty, and a genuine interest in forming appropriate and supportive relationships</p> <p>A commitment to ensuring high standards</p> <p>Flexibility</p> <p>Self-motivation</p>