

## Role description

**Role title:** Events Volunteer

**Location:** events across Scotland, mainly Edinburgh

**Reporting to:** Fundraiser, Friends of the Earth Scotland

**Hours/Duration:** This is a very flexible position and hours depend on event schedules and the volunteer's availability.

This volunteering position is open to anyone with a keen interest in Friends of the Earth Scotland. Events Volunteers will be added to a mailing list and informed about upcoming events and what type of help is needed. Events include those organised by Friends of the Earth Scotland as well as external events at which FoES holds a stall. Volunteers will receive training for tasks they agree to perform and do not pay any attendance fee for the event they are helping out at.

## Duties

NB: This is a broad generalisation of duties as these depend strongly on the event type and the volunteer's preference. Volunteers are not expected to perform all of these and we will always try to accommodate preferences.

Most common duties:

- Distributing flyers
- Transporting stall materials to and from venue
- Setting up & decorating
- Staffing the FoES stall: this involves engaging visitors in conversation, encouraging them to take an action (e.g. signing a petition), selling t-shirts, answering questions, etc.
- Signing in attendees
- Selling raffle tickets
- Collecting donations
- Cleaning up after close

Less common duties:

- Roving mic during Q&A sessions
- Serving drinks/food
- Preparing decorations or other event materials

## Person specification

Essential

- Minimum age requirement: 16 years
- Reliable and a good team player
- Strong commitment to environmental issues

Desirable

- Friendly, outgoing personality, comfortable with engaging people in conversation
- Good organisational skills
- Experience of handling money and personal data
- Familiarity with Friends of the Earth Scotland's campaigns