

## Role Description for Volunteer Events Assistant

Base	Crossmaglen Community Centre, O'Fiaich Square, Crossmaglen, Co. Armagh, BT35 9AA
Duration of post	12 months
Project	Ring of Gullion Landscape Partnership
Reports to	<b>Volunteer &amp; Outreach Officer (RoGLP)</b> Ring of Gullion AONB Officer
Scale / Grade	Voluntary
Total hours	Flexible
Work pattern	Work schedule will be emailed each quarter
Corporate Dress	Volunteer t-shirt or rugby shirt. PPE (Gloves & hi-vis will be provided). Suitable clothes must be worn at all times.
Transport	Volunteer must be able to get to work site.
Constraints	Ability to work outdoors often on uneven ground and in inclement weather

### Purpose of post

Volunteer events assistants are needed to assist in the successful running of community and Landscape Partnership events. Events assistants will provide information for visitors attending events, take pictures for social media and the Ring of Gullion website and, if appropriate, record footage for use in promotional videos. Volunteers will work alongside the Volunteer & Outreach Officer and other Ring of Gullion staff. Volunteers will also promote the Ring of Gullion in a positive and professional manner and ensure that confidentiality is maintained in all issues relating to the work of the Landscape Partnership.

### Principal Duties of Post

- Provide information and guidance to event participants
- Take photographs of events and participants
- Collect permissions from those photographed to use their images
- Record event footage for short promotional videos

Other similar tasks may be added to this list upon discussion with the volunteer.

### Person specification

- Good team work skills
- Good people and communication skills
- Calm under pressure
- A knowledge of photography is desirable but not essential

Work sites will be within the Ring of Gullion. Volunteers are welcome to work within other volunteer roles as much as volunteer availability and Project needs allow.