

## ROLE DESCRIPTION

<b>Position:</b>	Events Volunteer
<b>Hours:</b>	As and when required
<b>Location:</b>	Various locations

## CREATE PAISLEY

CREATE Paisley (CREATE) is an innovative youth project in Renfrewshire which seeks to see **'young people transformed through creativity, community, confidence and finding their voice'**. CREATE works with young people, primarily ages 12-21, through drop ins, arts workshops, youth voice and activism, arts and wellbeing, mentoring and much more across key areas in Paisley, Johnstone, Linwood and throughout Renfrewshire. CREATE's work is supported by a management team, a trained youth work team, artists and creatives, a dedicated team of volunteers and a number of key partners and funders. Find out more at: [www.createpaisley.org.uk](http://www.createpaisley.org.uk).

## PURPOSE OF ROLE

To provide support to the charity on an ad hoc basis. For example by assisting at events or contributing toward emerging awareness raising and fundraising campaigns. This role is intended to be flexible, relaxed and responsive to your skills, interests and schedule. This may be suitable for those who wish to volunteer but perhaps can't commit to regular volunteering hours.

## RESPONSIBILITIES

- To maintain regular contact with the Volunteer Development worker regarding upcoming opportunities and availability
- To participate in the setting up, stewarding and dismantling of events
- To assist with fundraising and awareness raising activities for specific campaigns
- To lend support around the office if required
- To work together with other volunteers and attend volunteer group meetings when applicable

## QUALITIES & SKILLS REQUIRED

- Enthusiastic about the values, vision and ethos of Create Paisley
- Reliable and trustworthy
- Willingness to learn and to undertake relevant training
- A positive, can-do attitude
- The ability to work with others as part of a team



## BENEFITS

- Receive training to ensure you are confident in carrying out your role
- Regular feedback and supervision with the Volunteer Development Worker
- A low commitment and flexible approach to volunteering
- Gain a variety of skills volunteering on different tasks and projects
- Individualised personal development plan to help you achieve your goals
- Give something back to your community
- Meet new people and participate in Volunteer Awards and Recognition events
- Enhance your CV by gaining experience in the charity sector

## HOW TO APPLY

1. If you wish to apply online you can visit [createpaisley.org.uk/volunteer](https://createpaisley.org.uk/volunteer) and click 'Apply Now'.
2. If you prefer to fill out a paper copy, please email [volunteer@createpaisley.org.uk](mailto:volunteer@createpaisley.org.uk) and we can send you a paper copy and details of where to send this.
3. If you prefer to do this over the phone, please call **0141 245 2110** and request a call back from the Volunteer Development Worker, who will be happy to collect your information verbally.

## WHAT NEXT?

Once you have submitted your application, we will respond via your preferred method of contact and arrange an informal chat. We can use this time to get to know each other a little better, answer any questions you may have and discuss the role in more detail.

If it's still a good fit, we will then progress with your application. This will involve sending your information to Disclosure Scotland to acquire a PVG certificate, contacting your referees and commencing training and induction. After successful completion of this process you can begin volunteering, and will receive regular support and supervision, continuous feedback and assistance to achieve your personal development goals.

We look forward to hearing from you!

*All roles are expected to work with CREATE's values and towards our vision and in line with our policies.  
More information available on our website and at volunteer induction.*

