

Special Events and Conference Volunteer

Name of Team to be placed with:

Venue hire

Tasks to be undertaken:

- **Help set up/clear rooms in the format required (tables, chairs, equipment, etc) in line with the Peepul Centre's health and safety regulations.**
- **Support the organisers wherever possible to ensure the event/conference is successful.**
- **Liaise with other departments of the Peepul Centre I.e. Catering, technical staff, reception and admin.**
- **Attend briefing meetings to discuss each event.**
- **To help the Peepul Centre deliver a professional customer service**

Days and hours needed:

- **Variable**
- **7.30am – 12 midnight dependant on the event/conference**
- **7 days a week**
- **Days and times to be agreed in advance with venue hire team**

Qualifications / Experience:

- **Able to move furniture/equipment and set up rooms in the format required (training/support provided)**
- **Able to use own initiative**
- **Good level of communication skills**
- **Able to work in a team**
- **No formal qualification required**
- **Able to understand and meet customers needs/demands**

Training:

- **Manual handling training**
- **Induction on health and safety**
- **Different room set ups for each event**

- **Customer service skills (going that extra mile)**
- **Equipment set up (laptops, OHP, data projectors)**