

Role Title	Events Volunteer
Overview of role	The Irish Cancer society holds and takes part in a variety of events around Ireland. Your main role as an Events volunteer is to welcome, steward, assist, signpost and advise members of the public/visitors to the appropriate information and support they require. The tasks vary depending on the event, in all cases full training is provided.
Tasks involved in role (not all will apply to every event, nor is the list exhaustive)	<ul style="list-style-type: none"> ▪ To welcome, assist and signpost visitors to the information they require ▪ Give information about the society and it's services ▪ Assisting the staff with education programmes ▪ distributing leaflets and posters ▪ Participate in cancer awareness campaigns and relay key cancer prevention messages as outlined by the Irish Cancer Society. ▪ Meet and Greet with members of the public ▪ Stewarding visitors at events ▪ Handing out badges/t-shirts/promotional items ▪ To follow the guidelines in all volunteer policies, procedures and forms
Skills and Experience Needed	<ul style="list-style-type: none"> ▪ Professional but warm and welcoming manner ▪ Good listening and communication skills ▪ Good level of spoken English ▪ A caring, understanding and friendly attitude ▪ A team player who is flexible and trustworthy ▪ Ability to work on your own and show initiative ▪ Administrative and organisational skills ▪ To be non-judgemental and respect confidentiality
Time Commitment Needed	We ask volunteers to commit a minimum of 4 hours per session but we can be flexible on this. Times vary depending on the nature of the event, but events run Monday -Sunday year round. Your volunteering times will be planned and agreed in advance with staff. All volunteers are asked to attend support and supervision meetings and continuous training during the year.
Location of Role	For this role you will be based in your own locality and will be contacted when there is an event in your area to check your availability.
Support and Supervision	You will receive training and ongoing support and supervision from the Volunteer Team and other service teams where applicable. They will be available to answer any queries or concerns you may have. The Society also host volunteer events throughout the year which you are welcome to attend.

Training	All volunteers will receive training on the Irish Cancer Society, communication skills and your role as an Events Volunteer. Your training will consist of online modules and group training sessions. Those who need additional support in using online tools or platforms for training will be supported.
Expenses	Certain expenses may be provided for this role. This can be discussed with your Staff Contact.

Benefits	In this role you are given the opportunity to support those affected by cancer. You will also enhance your interpersonal skills, meet new people and be a valued member of our volunteer community.
Physical requirements	There are no physical requirements for this role however, volunteers may be required to stand for periods of time and so if you require any accommodations please let us know so we can provide these for you.
No Smoking Policy	The Irish Cancer Society operates a no smoking policy and the volunteer must not smoke or vape in the vicinity of their role or while representing the society in any location
How to apply	All volunteers must complete the online application form and a short interview. If successful, volunteers must complete training and all paperwork required. Applicants may be asked to submit two reference checks. All training requirements will be outlined on application.