

Volunteer Role Description

Volunteer Event Support

1. Description of role

We are looking for people to help us to run our many events in towns and villages of Morecambe Bay which includes the areas around Barrow, Walney, Ulverston, Morecambe, Heysham, Lancaster, Grange, Flookborough, Carnforth Arnside, Silverdale.

You may also be interested in our Volunteer Event Publicity role which could be carried out alongside this role.

2. Why we need you

We run lots of fantastic events across Morecambe Bay – from small, one-off walks and talks, to larger events like the 2020 Vision photography roadshow we hosted in 2014, or the Bay Cycleway launch in 2015. We are only a small team and our events can be very busy! Therefore it would be a great help to have your support and an extra pair of hands on the day of the event.

3. Main Tasks (we welcome your support, even if you are not able or comfortable to undertake all the tasks)

- Helping to prepare the venue which could involve laying out chairs, sorting information packs, preparing basic refreshments, giving out safety equipment, ensuring the speaker or leader has everything they need, laying out publicity material etc
- Supporting the administration of the event, eg meeting and greeting attendees, taking tickets, selling tickets, giving out and collecting feedback forms

- Serving refreshments eg drinks and cake
- Helping talk to attendees about the work of Morecambe Bay Partnership and taking feedback
- Helping to clear up after the event eg washing up, clearing chairs, ensuring the venue is left in excellent condition
- Taking photos or video (as appropriate and with appropriate skills)
- Posting social media reports of the event (as appropriate and with appropriate skills)

4. Where

Our events run across the Bay which includes the areas around Barrow, Walney, Ulverston, Morecambe, Heysham, Lancaster, Grange, Flookborough, Carnforth, Arnside, Silverdale. We are looking for people who live within or close to these areas.

5. Time commitment

The time commitment will vary depending on the nature of the event but our events vary from a couple of hours to a full day. Some events or festivals may run over several days. We will be able to give you information on the events close to you and discuss requirements and your availability with you well in advance of the event.

6. Skills or qualities required

Ideally we are looking for people who have:

- good communication skills
- willingness to act as an ambassador/positive representative on behalf of Morecambe Bay Partnership
- flexibility and willingness to undertake a variety of jobs as requested
- ability to travel to event location

7. Training

- Informal training will be provided for this role and volunteers will be fully briefed in advance.

Reporting to:

Jan Shorrocks, Community and Training Officer, Morecambe Bay Partnership.

To express your interest please contact Jan Shorrocks on
jan@morecambebay.org.uk or 01539 734888.