



Volunteer Person Specification

Role Title: Event helpers

Department: Quay Place General

Date: May 2016

Main Duties and Responsibilities:

1. To help with events and open days
2. To engage with the public to help them have the best experience when visiting the project
3. To assist with set up and closing down of events

Days/hours for role: To be agreed but specifically for organised events

Location: Quay Place, Ipswich.

DBS Check Applicable: No

Attributes	Essential Criteria	Desirable Criteria
Skills & Abilities	<ul style="list-style-type: none"> • Can take on new ideas • Excellent communicator • Can act quickly • Relays information • Remains graceful under pressure • Willing to help set up – ay involved moving and lifting 	
Knowledge & Experience	<ul style="list-style-type: none"> • Event management or customer service experience • Awareness of health and safety • 	
Attitudes & Values	<ul style="list-style-type: none"> • Reliable- excellent time keeping • Team player • Can do attitude • Fun • Likes to support others • Open to all cultures • Friendly and approachable 	