

## VOLUNTEERING OPPORTUNITY

Opportunity	<b>Volunteer Event Organiser Assistants – PROSPECTS Environment Centre</b>														
Where	PROSPECTS Environment Centre, 54 Broadway, Accrington BB5 1EW														
When	<p>PROSPECTS Environment Centre is open Monday to Thursday from 10.00 a.m. to 4.00 p.m. and on some Fridays and Saturdays. One day per week on one of the following.</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>Monday</th> <th>Tuesday</th> <th>Wednesday</th> <th>Thursday</th> <th>Friday</th> <th>Saturday</th> <th>Sunday</th> </tr> </thead> <tbody> <tr> <td>✓</td> <td>✓</td> <td>✓</td> <td>✗</td> <td>✓</td> <td>✗</td> <td>✗</td> </tr> </tbody> </table>	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	✓	✓	✓	✗	✓	✗	✗
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Tasks	<p>Volunteer Event Organiser Assistants operate from PROSPECTS Environment Centre.</p> <p>Their role is: -</p> <ul style="list-style-type: none"> <li>To have fun and raise the profile of our work in the local community</li> <li>To help plan and run various activities and events throughout the year</li> <li>To promote the work of PROSPECTS in the local community</li> </ul> <p>There are opportunities to undertake informal training and move on to accredited training. Training will include Induction, Health and Safety and task specific training at the start plus on-going support, training and development opportunities.</p>														
Personal Qualities	<p>This is an ideal role for a confident, friendly and flexible individual who wants to have fun, meet new people and help local people in Clayton-le-Moors.</p> <p>Volunteer Event Organiser Assistants need to:</p> <ul style="list-style-type: none"> <li>have good organisation skills</li> <li>have good face-to-face communication skills</li> <li>have a confident and approachable manner</li> <li>have the ability to work comfortably in a team, follow instructions or to work individually.</li> </ul> <p>Successful applicants will be invited for an informal interview before commencing duties.</p> <p>Volunteers will be provided with full training on a one-to-one or small group basis and will have the opportunity to work with an experienced Activity Organiser before they become a fully-fledged Volunteer Event Organiser Assistant.</p>														
Apply	<p>If you are interested in this volunteering opportunity contact:</p> <p>Barbara Sharples, Activity Organiser, The PROSPECTS Foundation  Office Telephone: 01254 230348    Mobile: 07599 106670  Email: <a href="mailto:barbara.sharples@prospectsfoundation.org.uk">barbara.sharples@prospectsfoundation.org.uk</a></p>														

