**Children on the Edge:**

**Volunteer Role Description and Skills Profile**

Your Chance to Help Change a Child’s Life

The Children on the Edge Head Office is based in Chichester, West Sussex. From this office the charity drives its international development strategy, major fundraising and charitable governance.

We are always keen to hear from people who identify with our aims and goals and who have a heart for volunteering their time for a truly worthwhile cause.

Role titleChi Half Event Volunteer

Role description

To assist with the administration and project co-ordination of the Chichester Half Marathon. The Chi Half is Children on the Edge’s biggest annual fundraising event in Chichester. Working alongside the Project Manager, the role involves liaising with the District Council and local partners, detailed administration using the online registration system and COTE’s in house database and other ad hoc tasks to ensure another successful event.

What are the goals?

* To ensure the administration processes are completed efficiently so runner details are monitored and recorded regularly
* To support the promotion of the event in creative and practical ways
* To provide critical admin support in logistics and planning
* To provide on the day support in a specific role.

Key tasks and responsibilities

You will be involved in a variety of activities including:

* Cross referencing participants on the in-house database and online registration system
* Managing all online merchandise sales including all processing and dispatching
* Liaising with local partners on delivering the event
* Assisting with promoting the event in and round Chichester
* Working with COTE fundraisers and the in house fundraising team
* Attending event day in a key co-ordination role.

Skills / qualifications required

Ideally you should be able to demonstrate:

* An understanding of the work of Children on the Edge
* Have an interest/experience in event (project) management
* An ability to organise your work and work on your own initiative and independently
* Proficiency in Word, Excel and an understanding/experience of databases (we use Salesforce)
* Good attention to detail and flexibility
* The ability to adhere to COTE’s policies, such as health & safety and equal opportunities.

Are there any benefits?

As one of COTE’s wonderful volunteers you’ll benefit from:

* Training and support (where required)
* Being part of a fun, enthusiastic and supportive team
* To be part of a prestigious Chichester community event
* The opportunity to boost your CV
* The privilege of making a difference in children’s lives around the world
* Having your expenses paid within agreed guidelines.

What’s the next step?

Contact the office via office@childrenontheedge and request a Volunteer Application Form. We will then arrange for you to meet with the Chi Half Project Manager.

What days of the week/time of day would you need me?

This role is best suited for a half day on a Tuesday (or Monday) but this can be negotiated. A regular commitment from May to October is essential.

Will I need my own transport?

No.

Is there an induction and training?

An induction session will be provided to help familiarise you with the work of Children on the Edge and the Head Office team.

Full instructions will be given on all areas of responsibility, and training will be provided as and when necessary.