



## **AVM Conference Volunteer**

### **Purpose**

To support the planning, creation and delivery of AVM's annual conference working closely with the Conference Planning Group led by an AVM Director. This role is critical to the success of delivering a high quality conference, bringing the latest thinking, insights and tools to support volunteer managers across the world. AVM's conference is regarded as one of the best in the sector and this role will help AVM maintain and grow that reputation.

### **Benefits**

- Develop your planning, organising and communication skills
- Strengthen your own professional network and professional development whilst doing the same for others
- Opportunity to lead on the creation and development of one of the sector's most highly regarded conferences.
- Be a key part of the UK's biggest voice, resource and network for people who manage volunteers and volunteer programmes

### **Role**

- Attend monthly conference planning meetings
- Sit on a sub-group (keynotes, panels or workshops) to devise topics, create supporting content and process and and source and support speakers/facilitators to deliver conference content
- Engage with marketing campaigns to help promote the conference
- Be available across the two days of the conference to help run the different logistical elements

### **Who is AVM looking for?**

- Those with a passion and interest in supporting the volunteer management profession
- Those who are organised and proactive and enjoy event planning
- Those with a current understanding of trends and topics of interest in volunteer management
- Those with experience in workshop creation and delivery or working with speakers for events

**Main contact:** Director of Learning

**Expected commitment:** Participation in monthly 1-hour conference planning meetings plus 3-5 hours a month working on developing the conference content, liaising with contributors or attending sub-group meetings. Then the 2 days of the conference itself. In total 4-6 hours a month for most of the year.

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