



AVM Events Team Member

Purpose

To support the design and delivery of AVM's annual events programme. This role is critical to the success of delivering high quality events, bringing new ideas, insights and tools to support volunteer managers. This role has a national impact by supporting the personal and professional development of volunteer managers across the UK. Your contribution to the events team will inspire and support other volunteering professionals and their organisations.

Benefits

- A chance to be creative and shape ideas into great events
- The opportunity to work as part of a welcoming, collaborative team
- Skills and experience in event design, delivery and promotion
- Stronger connections across the volunteer management community
- The satisfaction of making a real difference to your profession
- Be a key part of the UK's biggest voice, resource and network for people who manage volunteers and volunteer programmes

Role

- Attend and participate in monthly online planning meetings
- Lead and/ or support the design and/ or delivery of AVM's learning events:
 - Help review the annual events survey results and event feedback
 - Help plan the annual programme of events at the planning meeting
 - Design, create and/ or deliver events
 - Source, liaise and support speakers/ facilitators to deliver presentations or workshops
 - Supply event information to help AVM promote events in a timely manner
- Share on the day hosting, co-hosting and technical support of events with others in the team
- Support the evaluation of events

Who is AVM looking for?

- Those who are creative and proactive and enjoy event design and/ or delivery
- Those with an interest in learning and development
- Those who want to make a difference for their peers and are passionate about the development of the profession
- Those with an interest and understanding of trends and topics of interest in volunteer management

Main contact: Member Engagement and Events Officer

Expected commitment: Participation in monthly 1-hour planning meetings, plus 2-3 hours a month focusing on designing, planning or delivering the events programme. In total an average of 3-4 hours a month throughout the year.

The Association of Volunteer Managers is a company limited by guarantee no. 6224866.

Our correspondence address and registered office is:

Association of Volunteer Managers, C/O Carter, Collins and Myer, Chichester House, 2 Chichester Street,
Rochdale, OL16 2AX

E: hello@volunteermanagers.org.uk