



VOLUNTEER 'EVENTS ORGANISER' Role Description

Who are we?

Cardiff Women's Aid (CWA) is the lead agency in Cardiff delivering an end-to-end, crisis to recovery service, which supports change that lasts, for women who are survivors of domestic abuse and violence. Volunteers are crucial to the support we provide to women and the wider community, so thank you for your interest.

What is a 50th Anniversary Events Organiser?

Cardiff Women's Aid is turning 50! Throughout 2024 and 2025 we will be hosting lots of celebratory events to honour our achievements from the past 50 years. We will also be looking towards the future to make sure we can continue to support the women of Cardiff for another 50 years. Events will include a historical walking tour of Cardiff, and a black tie corporate event. If you are passionate about women's rights and community, and interested in running events, we would love to hear from you. You do not need to be really experienced, just willing to get stuck in and help out!

What will the Events Organiser do?

Your duties could include the following:

- Attending 50th 'Task Force' meetings to assist in planning and strategising;
- Sourcing volunteers, supplies, equipment and venues;
- Creating and distributing promotional materials;
- Maintaining legal, insurance and health and safety obligations;
- Coordinating suppliers, funders, media and other third parties;
- Directing other volunteers and staff;
- Setting up and taking down on the day;
- Marshalling the event on the day;
- Supporting with post-event evaluation.



We do not expect volunteers to want to get involved with everything listed above, so we are more than happy to shape the role around your specific interests.

What's in it for you:

- To learn about the history of Cardiff Women's Aid;
- To have fun and be a part of our celebration events;
- To support our mission to end gender-based violence;
- To give back to your community and meet new people;
- To learn how to run events and some new skills.

Who is the role suitable for:

- Someone with an appreciation of the work of Cardiff Women's Aid;
- Someone with good organisation skills and an eye for detail;
- Someone with great time management skills;
- Someone with good communication skills and the ability to talk to lots of different types of people;
- Someone who can work under pressure and to deadlines;
- Someone with problem-solving skills and great team-work;
- Someone who has self-motivation and enthusiasm;
- Someone who will represent Cardiff Women's Aid and operate within our policies and procedures;
- This role is open to women only under the Equality Act 2010 pursuant to Schedule 9, Part 1. This role will also be subject to an enhanced DBS check.

Extra information

Location: Event locations are subject to change but will take place within Cardiff city centre. 'Task Force' meetings take place at our Women's Centre, 50 Meteor street, Cardiff CF24 0HE.

Time commitment: Variable; there is no required time commitment, however we would appreciate it if applicants can support one event from the planning stage right through to delivery. We'd discuss your specific interests and availability at interview.



Multiple events are planned to take place throughout 2024 and 2025. Please keep an eye on our socials and sign up to our volunteering newsletter to receive updates.

Training

All volunteers will receive the required training to be able to perform their role. Training needs will be discussed with the individual applicant, but it is likely that event organisers will be required to undertake a general CWA induction including:

- Introduction to Cardiff Women's Aid
- Domestic Abuse and Sexual Violence Awareness
- Safeguarding Children & Adults at Risk
- Professional Boundaries & Confidentiality
- Health & Safety

Expenses

All volunteers will be paid actually incurred out-of-pocket expenses; this includes travel expenses within Cardiff inline with our Volunteering Policy.

Interested?

To apply for this role, please complete an application form and Equal Opportunities Monitoring form and send this to HR@cardiffwomensaid.org.uk. You can download the form on our [website](#).

If you have any questions, or would like an informal chat about this role, please contact our Volunteer Coordinator at volunteers@cardiffwomensaid.org.uk.