



## **Event Coordinator**

### **Wooden Spoon Region**

### **Voluntary Role**

*Changing the lives of disadvantaged and disabled children and young people*

As an Event/s Coordinator, you will plan and deliver creative and engaging events where members and supporters can enjoy themselves. Your events will recruit members and raise funds to support local projects throughout your Region.

#### **What you'll get out of it**

You'll connect with amazing people across rugby and your local community and have fun. Ultimately the funds you raise will help change the lives of disabled and disadvantaged children and young people in your area.

#### **Ideally, you'll need to be**

- Enthusiastic with a drive to create fabulous events and put the **fun** into **fundraising**.
- Confident to interact with the public in a friendly manner.
- Flexible, able to solve problems and remain calm if things don't go to plan.
- Able to work as part of a team.

#### **What you'll do**

- Plan, organise and deliver a stand alone or calendar of creative fundraising events that engage diverse audiences.
- Support, co-ordinate and lead a team of likeminded volunteers to deliver great events across the region.
- Work with your Regional Treasurer to manage fundraising including:
  - Considering return on investment, assess event feasibility and viability
  - Produce event/project accounts within 30 days of each event
  - Allocate funds raised and income to the Region using the correct event/project code.
  - Pay bills and expenditure from the appropriate event/project code
- Liaise with Wooden Spoon National Office to maintain a record (on Salesforce) of all regional events and other local events that will benefit Wooden Spoon in the region.

#### **How much time it will take up**

- The commitment will vary depending on the activity of the Region and the team.
- An estimate of 2-6 hours a week

## What support you'll have

- Regional volunteers operate as a team, collaborate and support each other, under the leadership of the Regional Chair.
- All new Wooden Spoon volunteers are guided through a National online induction programme.
- You will be supported by the National Wooden Spoon Team at Fleet, in particular by the Regional, Event and Marketing Teams.
- It is expected that reasonable out of pocket expenses will be reimbursed by the Region by prior agreement with the Chair and Treasurer.

## Who can apply to volunteer

- You'll be at least 18 years old.
- We will ask you for references and to complete an enhanced DBS check.
- You will be able to undertake this voluntary role from your home base and will need to be able to travel to and across your Wooden Spoon Region.
- All Regional volunteers are ambassadors for the vision mission and values of our charity.
- We expect volunteers to adhere to the Wooden Spoon Volunteers' Charter at all times.

## Background

Wooden Spoon is the **children's charity of rugby**, funding life-changing projects to support disadvantaged and disabled children and young people.

Since our founding in 1983, we have distributed in excess of **£25 million** to more than **700 projects**, helping over **1 million** disabled and disadvantaged children.

Our rugby heritage gives us our core values of **passion, integrity, teamwork** and **fun**, which drive everything we do.

**Our Vision** is that every child and young person, no matter what their background has access to the same opportunities. **Our Mission** is to positively transform the lives of children and young people with a disability or facing disadvantage across the UK and Ireland.

Our roots lie in rugby and our future is shaped by it. The sport provides us with a purpose in making a positive difference **changing children's lives** through the **power of rugby**.

Wooden Spoon **Regional Teams** are at the heart of our charity and are vital to promoting our cause. Our Regional teams serve the needs of disadvantaged and disabled children and young people by **raising** and **investing** money locally.