

## CHARITY EVENTS ASSOCIATE



**Location:** London

**Duration:** 1/2 Day - Travel Expenses and Lunch provided

**Salary:** Voluntary Position with prospects of being offered additional voluntary/part-paid roles within the Charity

**Are you looking for fantastic volunteering opportunities that make you stand out from the crowd?**

**Are you confident, enthusiastic with an outgoing personality?**

**Are you able to guide and inspire others, work with young people and make a difference?**

Yes?? You could be one of the dedicated and exceptional volunteers we are looking for to help at an amazing event with the chance to join the Charity in a variety of other roles.

### **Background:**

The Wings of Hope Children's Charity provides free education to poor and orphaned children in developing countries. We strongly believe that empowering through education is vital in breaking the cycle of dependency, promoting long-term sustainable development and liberating communities from inequality. The Wings of Hope Achievement Award (WOHAA) is a unique programme we run in the UK to challenge students to think out side of the box, be creative and innovative whilst developing key transferable skills to succeed within and beyond the academic arena. They fundraise for our charity, helping children less fortunate than themselves in Malawi and India with great rewards and opportunities along the way!

### **The Role:**

The Wings of Hope is hosting one of the biggest events of the year on **Saturday, 11<sup>th</sup> February 2012** for all our WOHAA participants, friends of participants and alumni aged 14-20. "The Wings of Hope World of Work" FREE workshop allows attendees to meet top professionals from over 20 industries including Banking, Politics, Journalism and Business to name a few. With youth employment at an all time high the event seeks to help individuals make informed choices surrounding further education, careers and graduate prospects! The Charity Events Associate will play a key role in helping the team with the successful running of the event involving organisation, supervision, help and advice with the added benefit of meeting with top professionals who each will have a 'station' where they will talk about their prestigious work and experiences.

### **Key Responsibilities:**

- Assisting the Wings of Hope team on the day
- Manning stalls, registering guests and supervising industry stations
- Communicating with guests, supporters and other volunteers
- Supporting the industry professionals to ensure the smooth running of each station
- Answering general enquiries, representing the Charity at all times

### **Person Specification:**

- Must be available on Saturday, 11<sup>th</sup> February 2012 between 1.30 pm and 4.00 pm
- Reliable with excellent time keeping
- Excellent communication and organisational skills
- Approachable and friendly
- Self-motivated, enthusiastic with the ability to inspire others
- Able to use initiative and work in an independent and proactive manner
- An interest in events and a passion for the Wings of Hope work
- Ability to fit into the culture of a small organisation, becoming an integral part of the team
- Experience of working with young people (desirable)

### **Benefits of volunteering for the Wings of Hope**

- Builds character on the CV/UCAS application forms
- Develop key transferable skills
- Invaluable work experience
- Excellent networking opportunity
- An opportunity to be part of a successful team working on a range of exciting events and Awards
- A chance to be part of a small, but highly proactive charity and learning more about our work

Please apply with a CV and a covering letter explaining how your skills, personal qualities and experience meet the person specification to: [andrea@thewingsofhope.org](mailto:andrea@thewingsofhope.org)

**No later than 27<sup>th</sup> January 2012 at 5.00pm.**

Please note that our recruitment is ongoing with voluntary and part-paid positions available within the Charity. To register your interest, send us your CV today to: [andrea@thewingsofhope.org](mailto:andrea@thewingsofhope.org)

For further information about the Wings of Hope, go to our website on [www.thewingsofhope.org](http://www.thewingsofhope.org)

For further information about the event please follow this link:

<http://www.thewingsofhope.org/2012/01/12/speed-mentoring-11th-feb-2012-sign-up/>