



Job Title:	Volunteer Host	Job Category:	Events
Department/Group:	Hosts	Job Code:	VHAFGTYS422
Location:	London	Travel Required:	To events
Level/Salary Range:	Unpaid with volunteer perks	Position Type:	Regular
Contact:	Director – Alexandra Felce	Date Posted:	11 April 2022
Will Train Applicant(s):	Introduction to Who London and guides	Posting Expires:	2 September 2022

Job Description

ROLE AND RESPONSIBILITIES

- Making sure your event runs smoothly e.g. timings, integrating your group, dealing with the venue on the day.
- Understanding the Who London branding, what we do and how we work in order to share this as necessary with newcomers to your events.
- Keeping up to date with upcoming event details, as well as knowledge of past events, as an overview for event attendees.
- Give event feedback/ideas via email/phone or at Volunteer Meetings.
- Take photos at the event and email them to us.

PERKS OF THE ROLE

- Free annual membership.
- Free events tickets.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Proficiency in English Language.

PREFERRED SKILLS

“People-person”, organisation skills at events, sociable, outgoing, warm, friendly, assertive.

INTERVIEW

Informal chat, flexible dates/times.

PLEASE NOTE THIS IS NOT A SALES ROLE.