

VOLUNTEER EVENT ASSISTANT
Pax Lodge, Hampstead, London

Role Description

One of four World Centres, Pax Lodge is the place for members and families of the World Association of Girl Guides and Girl Scouts to meet. We offer accommodation, international volunteering programmes and employment opportunities, and a wide range of activities.

Reporting to: Deputy World Centre Manager: Programme and Assistant Programme Manager

Duration of Position: 5-7 months
(February – August and May – September)
Exact starting and ending dates are flexible

Main purpose of the role:

To assist the Programme Team in the implementation of innovative and dynamic international events, including community work projects, advocacy and leadership seminars.

MAIN DUTIES AND RESPONSIBILITIES

Overall Duties

- Maintain an atmosphere conducive to international friendship, understanding, and the values of WAGGGS
- Fulfill the mission of Pax Lodge by assisting with developing, facilitating, and evaluating programmes for training and self-development as an active member of the Programme Team (PT)
- Ensure the highest standards of customer service to all visitors
- Maintain a positive working environment for all staff and volunteers
- Undertake specific duties as detailed below



World Association of Girl Guides and Girl Scouts
Association mondiale des Guides et des Eclaireuses
Asociación Mundial de las Guías Scouts

Pax Lodge, Olave Centre, 12c Lyndhurst Road, London NW3 5PQ, England, UK
Tel: +44 (0) 20 7435 2202 Fax: +44 (0) 20 7431 3825
Email: office@paxlodge.org www.paxlodge.org

VOLUNTEER EVENT ASSISTANT

Specific Duties

- Implement the programme with the Deputy World Centre Manager: Programme (PM) and Assistant Programme Manager (APM)
- With the PT, review and finalise programme schedules
- With the PT, evaluate events and make improvements
- With the PM and APM, carry out all logistical programme tasks
- Design, prepare and run event activities specific to each event theme, including tours and workshops
- Assist and lead groups out into London
- Lead tours of Pax Lodge as required
- Assist with the training of new volunteers for events and tours
- Represent home country and national Member Organization in cultural activities
- Write web site, newsletter and magazine articles as directed by the APM

Other duties:

- Ensure appropriate health and safety precautions and procedures are observed as required by statute and/or the Pax Lodge regulations.
- Take an active role in completing Risk Assessments relating to programme activities.
- Take a full role in volunteer rotas providing early morning, evening and night cover in relation to event requirements.
- In order to meet the needs of Pax Lodge the specific requirements of this role may develop and the post holder is expected to undertake any other duties, which may be required.

Please note

The work of the Event Assistant at Pax Lodge involves an extremely wide range of activities, which use a variety of organizational and creative skills. Flexibility and willingness to take on unexpected tasks and new challenges is essential.



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General Qualifications required for the Volunteer Event Assistant

- Be at least 21 years of age.
- Be a registered member of the Girl Guide/Girl Scout Association in your own country
- Have a good knowledge of WAGGGS, the World Centres and their missions
- Have experience in leadership of a unit, troop, company, etc
- Have experience in working with girls aged 10 -17 and adults
- Have experience in managing large groups of people
- Speak and understand English to an intermediate-advanced level
- Hold a current Basic First Aid certificate



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Pax Lodge, Hampstead, London

World Bureau, Olave Centre,
12c Lyndhurst Road, London NW3 5PQ, England

Terms and Conditions

telephone: +44 (0)20 7794 1181
facsimile: +44 (0)20 7431 3764
email: waggggs@wagggsworld.org
www.wagggsworld.org

Hours of Work

The World Centre staff and volunteer team work on a rota schedule, which covers day, evenings and weekends. Working hours for this post are from 9.00-18.00. Except during events when it is as the event schedule requires, this will include earlier starting hours and evening work. Two/three night duties per month are also required with a staff member as support.

Type of Agreement

We ask for a commitment of 5 - 7 months (1 position starting February to August and 1 position starting May to September/October).

The post is on a volunteer basis and a living allowance of £60.00 is paid weekly.

Accommodation and Subsistence

The post is residential and furnished shared accommodation and meals are provided.

Uniform

Uniform, which will be provided, must be worn when on duty.

October 2009