



Lead volunteer role information

Event coordinator

The purpose of this role is to assist in the planning, coordination and delivery aspects of Hautbois events for guiding members. Our volunteer event coordinators are enthusiastic about giving girls opportunities for fun, friendship and adventure at Hautbois activity centre.

As volunteer event coordinator, you will be supported by the Region events and Hautbois office manager and Hautbois operations coordinators throughout your post.

Role requirements:

- Current Guiding member aged 18 or over
- Hold suitable 'Going away with' license suitable for specific event
- Availability to attend planning meetings with Hautbois team (virtually or in person)

Skills and qualities needed:

- To be organised and have good communication skills
- Have an open and approachable manner
- Fun-loving, creative and enthusiastic
- Reliable and trustworthy

Whilst in the role, the following tasks will be expected from the volunteer event coordinator:

Event preparation

- Collaborate with Hautbois staff, and volunteers to plan aspects of the event
- Research ideas for event aspects e.g. craft supplies
- Create event programme/schedules where necessary

Compliance and safety

- Ensure all Girlguiding policies and guidelines are followed, including safeguarding and health and safety regulations





- Support unit leaders in overseeing the health, safety, and well-being of all participants.
- Provide/assist with first aid incidents where required

Team leadership

- Supervise and support other volunteers – particularly unit leaders
- Provide guidance to all volunteers regarding event operations, including schedules, behaviour expectations, and specific responsibilities
- Lead by example, modelling the core values and expectations of Girlguiding and Hautbois activity centre

Communication

- Act as the primary point of contact for all event related queries and issues during event
- Provide clear communication to volunteers, unit leaders, and participants
- Ensure all unit leaders have the necessary information and support to manage their own groups
- Update leaders of any event updates or issues

Conflict resolution and problem solving

- Address any issues or conflicts that arise during the event, whether among unit leaders, volunteers or participants
- Ensure disagreements are resolved quickly and fairly in line with Girlguiding policies
- Inform Hautbois of any conflicts or problems during event

We welcome volunteers of all backgrounds, ages, cultures, faiths and abilities. We are flexible, and volunteering can be arranged to fit around a busy lifestyle.

Please note this is a volunteer role; this role description does not form part of any contract of employment.





Application form

If you feel that you are a good fit for the above, please complete the information form below and return to hello@hautbois.org.uk.

Full name

Date of birth

Membership number

Email address

Contact number

Home address

We will be in contact to confirm your interest with any upcoming, suitable opportunities.

Thank you.

