

Job Description

Job Title: Fundraising Festivals Volunteer (2 posts)

Job Purpose: To recruit stewards and provide administrative support to People & Planet's fundraising at festivals

Responsible to: Fundraising Officer

Background

People & Planet have been raising money through festivals for over 5 years. Over the next three years, we are planning to expand the business considerably to become a key pillar of our fundraising strategy. People & Planet earn money from stewarding by advertising for and recruiting volunteers who work as stewards and bar staff at festivals. The festival organisers pay People & Planet a fee for the provision and management of these volunteer workers. The volunteers work for free, but obtain free entrance to the festivals they work at plus, in most cases, free food.

This voluntary position will recruit stewards, do administration for the project and work with other staff to deliver steward training.

Principal responsibilities

1. Working with the Fundraising Officer and Assistant Fundraising Festivals Coordinator on provision of stewards and beer workers at festivals, for example Secret Garden Party 24 - 27th July and Green Man 15 - 17 August. You may work on one or more festivals.

Main areas of work:

- **Recruitment of stewards:** generate interest in stewarding at festivals, collect and prioritise steward applications and communicate with potential stewards about their applications
- **Administration/answering queries:** liaise with volunteers to collect deposits, answer their phone and email inquiries, provide them with briefings and event details
- **Training:** Work with other staff to develop and deliver steward training.

2. Analyse, review and provide feedback on experiences of individual festivals.

What will you get out of the job?

- Full training and support for your role.
- Experience of volunteering with the leading student campaigning network in the UK focusing on poverty, human rights and the environment.
- All of your travel expenses covered, plus a free ticket to the festivals involved.
- Use of a People & Planet email address e.g. Festivals@peopleandplanet.org
- Employers really value the skills you get from this job, and the People & Planet support office will supply you with a reference.
- The chance to communicate with numerous other activists.

How to Apply:

Please download a volunteer application from from our website or request one by emailing festivals@peopleandplanet.org or calling Louise on 01865 245678. The deadline for applications is 25th April 2008.

We'll contact suitable applicants by 2nd May 2008 to arrange an informal meeting about the role.

Location

People & Planet Support Office, Oxford.

Hours

We can be flexible about your hours to suit your circumstance. Students can work hours that fit in with university holidays. The post is available to start as soon as possible.

Person Specification

Successful applicants must meet the following criteria:

- Extremely well organised
- Strong interpersonal skills including good communication skills both on the phone and in person.
- Good written skills
- While marketing experience is not essential, successful candidates will have good skills in communicating messages effectively and clearly, and creating interest in a project.
- Experience at setting up and coordinating systems and projects. Some working knowledge of spreadsheets would be a strong advantage
- Sympathy with the aims of People & Planet and the desire to create a just and sustainable world through campaigning.
- Commitment to meeting the expectations of the post (outlined above).

Please don't hesitate to get in touch if you'd like to have an informal chat about the role and what it involves. Call or email Louise on 01865 245678 or festivals@peopleandplanet.org