

Event Officer - Moonlight Walk Volunteer

01/05/2024

Role Title:	Event Officer - Moonlight Walk Volunteer
Role Location:	<p>Flexible working with regular meetings via Teams.</p> <p>Availability to work from or attend face-to-face meetings at the hospice (Derby Road, Risley, DE72 3SS) is desirable but not essential.</p> <p>Meetings and research to be carried out in Derby city centre at the selected venue for the walk and at checkpoints/businesses around the route.</p>
Commitment:	<p>Immediate start until 13 September 2024.</p> <p>Date of the Moonlight Walk: Friday 6 September 2024.</p> <p>Preferably five or more hours a week. You would need to be available on at least one day of the following: Mondays, Wednesdays, or Thursdays.</p>
Responsible to:	You will work closely with the Relationships Manager for Key Events as well as members of the wider Treetops team

Volunteering for Treetops - How you can make a difference

The Treetops Hospice Moonlight Walk is a sponsored night-time 10k walk in or around the city of Derby.

This is Treetops flagship event which sees over 500 people coming together to have a great night out whilst also raising vital funds for the hospice.

Previously, the Moonlight Walk has consistently raised up to £25,000 annually.

Your role

You will help with:

- Researching and implementing appropriate sponsorship opportunities
- Event logistics including liaising with the council, venue, and police
- Operating within a budget to deliver a programme of entertainment leading up to, and on the night of, the event
- Recruiting and then maintaining relationships with volunteers
- Third party recruitment and management
- On the day coordination to ensure that the event runs both smoothly and safely
- Post-event analysis

Skills & Qualities – Will the role suit me?

You will:

- Be undergraduate/postgraduate in a relevant course e.g. event management or worked in this sector
- Be confident and have a friendly attitude be able to develop relationships with key supporters
- Have exciting ideas on how to make the event successful and to keep supporter retention high
- Be able to help develop an event in line with the needs and messaging of the hospice
- Be able to commit to helping on a regular basis
- Be able to make their own way to Derby city centre

How could volunteering benefit me?

- The chance to develop new skills, knowledge, and experiences to add to your CV
- Build your self confidence
- Improve your communication skills
- Being part of a team
- The opportunity to 'give something back' and support your local community
- Personal satisfaction.

For further information

Please contact Vic Rocca, Relationships Manager for Key Events with any further questions about this role.

vic@treetops.org.uk

07476 800762

0115 949 1264

You will be fully briefed before beginning work on the project.

Treetops Hospice, Derby Road, Risley, Derbyshire, DE72 3SS
0115 949 1264

volunteering@treetopshospice.org.uk

www.treetopshospice.org.uk