



# Social Programme Co-ordinator

## Volunteer Role Specification

This is a new volunteer role for KMSTC accountable to the Head of Fundraising. It is anticipated that it will require a commitment of 5-7 hours per week spread over a number of days as the tasks dictate. This will vary depending on the nature of the activity/event.

The work can be conducted from a home base as well as from KMSTC

### About this opportunity

The Fundraising Team have extremely ambitious targets this year. The Centre needs the Fundraising Team to raise in excess of £400,000 in fundraising alone. This means they will focus their resources on activities that will result in maximum income for KMSTC.

At the same time we want to offer a lively programme of activities and social events for our Members that are accessible and fun!

This role is distinct from the Fundraising Committee who will continue their brilliant work.

The role of the Volunteer Social Programme Co-ordinator is to arrange monthly social activities of talks, outings and events for KMSTC members and the local community.

The aim of the social programme is to further the charity's engagement with Members and the local community in order to enhance awareness of our cause and to raise income. The budget will be agreed through the Head of Fundraising and will run alongside fundraising activities organised by the fundraising team at KMSTC.

The Social Programme Co-ordinator will administer the programme by:

- Contacting, confirming and booking speakers/activities
- Booking venues/transport/catering where necessary
- Conducting event risk assessments
- Taking event bookings
- Arranging payments of expenses where appropriate (liaising with Trustee responsible for Finance)
- Providing support as event host and manager at events, working alongside other volunteers
- Thanking attendees post event.
- Promoting the social calendar of events via the charity's newsletter (in liaison with the Head of Fundraising), within the Centre, through social media, via the website and through MailChimp.

We are looking for a self-starter with bags of enthusiasm and energy who can listen to Members' needs, organise and execute a lively programme open to all, and run with the project.

To apply for this role candidates should submit their CV and supporting statement on how they meet the Job Description and Person Specification to Moira Mitchell, Head of Fundraising [mmitchell@kentmstc.org](mailto:mmitchell@kentmstc.org) or call 01227 470876.