

Event Organiser Volunteer Role Specification

January 2020

Our Mission

Dignity exists to bring people to Jesus through community and through this, to eradicate poverty in all its forms. (This includes poverty of spirit, mind, health, community, finances and environment.)

Our Values

- **Pioneering:** We actively seek out the areas where the church is at its weakest. We create and make available a library of materials, resources and ways of working which are freely available to support those who are becoming involved in God's mission and plans for communities.
- **People:** We go where the Spirit leads us to find the people that God has placed in the communities he wants us to work with. We call these people Oaks of Righteousness (Isaiah 61:3); some of them do not know God yet. They are the foundation for the work God will do in their community.
- **Working Together:** We believe that bringing people of all types together with Jesus and their community is a powerful force for change. Our principle method of achieving this is through the creation of Life Groups which unify and then enrich their communities.

Our values allow the Dignity movement to be an example of church as it is meant to be, creating a critical mass of Christians resulting in a wide cultural and spiritual change that brings freedom to people and communities.

The Opportunity

Dignity runs an annual series of events that increase awareness about our work, garner prayer and raise money in support of our work. Whether it is an Open Office creating a space for people to pop in and a catch up with our work or a sponsored bike ride across the width of the country, each event plays a crucial part in sustaining our work to bring people to Jesus through community and to eradicate poverty.

We are looking for volunteers who can commit to plan and deliver one event per year, ideally for 3 years. Our events should remain true to our values. They can be pioneering (we are willing to try something new), they should value people (we create fun events that people enjoy) and they should create ways in which we can work together (be it through volunteering, prayer or generosity) to further the work of Dignity. The time and skills needed to organise each event differs depending on the nature of the event. **If you enjoy organising, are good at connecting with people, are forward thinking, and you love fun then you would be ideally placed to organise an event for us!**

The Expectations

- Based on your availability and skillset, we will agree together the event that you will organise.
- We will provide clear objectives and targets for the event.
- You will create an outline plan including any required expenditure and key dates for us to agree together.
- Based on the agreed outline you will plan, design, produce and deliver the event.
- You will look for and manage volunteers for the event. We will assist by asking for volunteers within our supporter network.
- You will liaise with all those connected to the event (eg. venues, caterers or speakers).
- We will liaise with our insurers to ensure correct public liability cover is in place.
- We will work together to coordinate marketing and PR to promote and publicise the event.
- You will proactively handle any issues that arise and troubleshoot any emerging problems during the event.
- After the event, we will meet to review the event, noting successes and areas we could improve for future events.
- Ideas for new events are welcomed!
- You are welcome to work in our office space in Didsbury (Tuesday – Friday, 9.00-5.30) or remotely.

Author: Jo Kimball

Our Commitment to You

- We will value you and the time you give us.
- We will agree clear timescales with you.
- We will provide an induction to ensure the task is clear.
- We will communicate clearly with you.
- We will answer any questions you have about the work in a timely and kind manner.
- We will provide assistance and support as required.
- We will provide free tea and coffee if you choose to work in our office!

Your Commitment to Us

- You will commit to organise an agreed event. Our simplest events such as a prayer meeting or open office would typically require 2 or 3 days' work. Our larger events such as a team challenge or a quiz night take between 10 and 15 days to organise. A list of events for 2020 is included on the next page.
- You will bring your creativity and imagination to the event.
- You will manage the event on the day.
- You will act with professionalism and kindness whenever you are representing Dignity.
- You will communicate clearly with us, providing us with regular updates on progress and letting us know if any unforeseen delays occur.
- If you are unsure about anything, you will ask us even if you think it might be a silly question!
- Ideally you will organise the same (or similar event) for 3 years to provide continuity. We understand that you may only be able to commit for 1 year at a time.

To Apply to Join the Volunteer Team

Please email Jo Kimball (jo@dignityonline.org.uk) and answer the following questions:

1. Why do you want to volunteer with Dignity?
2. What experience do you have that is relevant to this volunteer role?
3. How much time do you have available?
(For example, 1 day a week for the foreseeable future or 2 weeks in March.)

For further information or with any queries, please call our office on 07340 573 937.

We look forward to hearing from you.

The Impact of Your Time: A story from Zambia



'Quiz & Fizz' in April 2019 raised enough money to support an Impact Team for 7 months!

Impact Teams are local, trained, motivated and passionate about the work that God has called them to do. Typically, a team of 3 or 5 people will support 50 Life Groups. They will work across 500km² and visit 20 new areas each year to help plant new Life Groups. They will facilitate 6 training events and mentor 2 future team members.

Impact Team members are volunteers who we support with training, expenses, strategic input and friendship. Pilius (pictured) is an Impact Team member. We ask him why he gives his time to be part of an Impact Team. He said,

"This is Samfya. This is our land. These are the people we want to reach."

2020 Events

February 28 th	BIG WALK, little walks Celebration Party
March	Open Office
April	Quiz & Fizz
May	Prayer meeting
June	Summer Challenge (typically an outdoor walking or cycling event)
July	Open Office
September	Prayer meeting
October	Fundraising event – format to be decided
November	Open Office

Note: Depending on volunteer availability, the 3 Open Office events could be organised by one person. Likewise, the 2 prayer meetings could be organised by one person.