

## **Job Title**

Volunteer National Events Officer

## **Reports To**

Volunteer Support Officer (Coordinator) / MARINELife Management Team

## **Job Purpose**

To coordinate MARINELife annual and periodic regional meetings for volunteers and supporters

## **Key Responsibilities**

- Coordinate and run MARINELife's Annual General Meeting (AGM)
- Identify requirements for regional MARINELife events for volunteers and supporters and manage their organisation
- Recruit volunteers and presenters/speakers for the AGM and other regional events

## **Main Duties**

1. Liaise with the Volunteer Support Officer (Coordinator) and MARINELife Management Team to run the MARINELife Annual General Meeting (AGM) including organisation of the agenda, venue, presentation preparation and speakers
2. Define and organise other required local events to engage volunteers and supporters
3. Seek sponsorship from businesses and other organisations to keep the costs to MARINELife for such events to a minimum
4. Work with other Volunteer Officers to publicise the event and ensure good attendance
5. It is envisaged that this role will take a couple of hours per week

## **Skills, Qualities and Experience**

### *Essential*

- Excellent communicator and ability to interact with the public
- Excellent organisational skills and proactive style
- Full understanding of the principles of MARINELife and its work

- Team player able to work with and motivate a range of people
- Ability to inspire others
- Ability to fund raise
- Keen interest in the marine environment
- Self motivated and enthusiastic
- Well organised with good attention to detail
- Flexible working – some evenings and weekend work required

*Desirable*

- Access to a computer and IT literate
- Track record in running events and fundraising
- Science background
- Experience working within a charity or volunteer organisation
- Experience of working in the NGO sector, and with various government, industry and public stakeholders