

### WHO ARE WE AND WHAT WE DO?

Set up in 1973, The Haven Wolverhampton is a charitable organisation which provides both practical and emotional support services to women and children who are affected by domestic abuse and homelessness. For further information, please visit our website: [www.havenrefuge.org.uk/volunteering](http://www.havenrefuge.org.uk/volunteering)

### ROLE

Fantastic opportunity for a flexible and creative volunteer who can display the ability to work on own initiative to support The Haven by organising events with support from the Community Fundraising Officer and with access to PR materials and media links

### BENEFITS OF VOLUNTEERING

- ♀ Work experience in event management which will complement your CV
- ♀ Training in awareness of domestic abuse and related issues
- ♀ Build your confidence and assertiveness
- ♀ A brilliant CV booster: professional reference letter and certificates of achievement upon completion

### MAIN DUTIES

- ♀ Taking initiative to organise fundraising events to promote public understanding of the work of The Haven Wolverhampton
- ♀ To handle ad-hoc tasks as appropriate e.g. making and receiving telephone calls, drawing up rotas, and completing provisions lists
- ♀ Maintain awareness and compliance with relevant health and safety requirements

### REQUIREMENTS

- ♀ Fully computer literate and comfortable in using Microsoft Office Tools, database and emails
- ♀ Outgoing, friendly and proactive character with experience dealing with the public
- ♀ Excellent time-keeping and organisational skills
- ♀ Flexibility in relation to the role needing external contact with local businesses and events management support