

Volunteering Opportunities for the Redbridge Disability Awareness Festival 2023

Disability Awareness Day Festival - project executive volunteer

The project executive will support the steering group to deliver the Disability Awareness Day Festival. They will make sure that:

- There is a complete list of what needs to be done to deliver the festival
- There is a timetable for when each action needs to be completed
- Any new actions are written down and added to the plan
- All actions on the plan are delivered.

The project executive will

- Provide administrative support to the steering group including arranging and attending meetings, writing up actions, ensuring actions are delivered on time and assisting where required
- Research suppliers and providers to attend the festival, contact them with information and invite them to the festival so we have a range of food, drink, and entertainment at the festival
- Work with the marketing executive to make sure we have all the publicity and marketing resources in place
- Work with the fundraising executive to make sure we have the funding we need for the festival
- Keep a project plan up to date and make sure it is being delivered to the agreed timetable
- Keep the steering group up to date with progress and highlight any issues as necessary

To do this role, you will need:

- To be able to use MS packages including Teams, Excel and Word
- To be a team player who can work with different types of people
- To have good customer service skills
- Good communication skills
- To be able to work on your own, use your initiative and manage yourself with little supervision

Benefits of becoming a project executive volunteer:

- You will develop skills and experiences – ideal to add to a cv and LinkedIn profile
- You will enhance your skills in project management and event planning
- Great for employability and continued professional development
- Giving back to the local community
- A sense of purpose and achievement
- References for onward employment or volunteering elsewhere.
- Being part of a rewarding event - raising awareness, improving mental health, confidence, and wellbeing

Closing Date: Thursday 4th May 2023, 5pm.

If you are interested in this rewarding volunteering opportunity

please email us at: dafestival@redbridge.gov.uk