



Volunteer Role Profile

Role title	Events and Fundraising Assistant
Purpose of the role	NOAH is looking for an enthusiastic volunteer to join our Events & Fundraising Team. This is an unpaid volunteer role, offering a flexible and rewarding opportunity to support our charitable work by helping to plan and deliver fundraising events.
What you will be doing	<p>As a volunteer, you will work alongside staff and fellow volunteers to:</p> <ul style="list-style-type: none">• Take part in planning meetings to help shape event ideas, plans, and timelines.• Suggest creative fundraising ideas and contribute to discussions about what's practical and achievable.• Help action agreed tasks, such as booking essentials, preparing materials, and organising supplies.• Support contacting local businesses for raffle prizes or donations, using templates and guidance provided by NOAH.• Assist with coordinating practical event details (e.g. checklists, roles, rotas, and equipment).• Help on event days with set-up, welcoming supporters, stalls, raffles, collections, and pack-down.• Share simple feedback after events on what worked well and what could be improved.
Skills, experience, and qualities needed	<ul style="list-style-type: none">• Friendly and approachable, with a willingness to work collaboratively.• Reliable and organised, and happy to take on agreed actions.• Comfortable speaking with supporters and members of the public.• Willing to follow NOAH's policies, procedures, and guidance.• Able to follow charity procedures and team guidance. <p>No specific qualifications or prior experience are required — we welcome volunteers from all backgrounds.</p>
When and where	This role is flexible and designed to fit around your availability. Typically, it involves a few hours per week or fortnight, with the option to provide additional support around event dates, agreed in advance. There is no obligation to attend every event.
Support offered	Volunteers will be provided with supervision, guidance, training and wellbeing support. Reasonable out-of-pocket expenses may be reimbursed in accordance with organisational policy.



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<p>What you could get out of it</p>	<ul style="list-style-type: none">• Support, guidance, and supervision from the Events & Fundraising Team.• An induction and any relevant training needed for the role.• Hands-on experience in planning and delivering charity fundraising events.• A meaningful way to support NOAH's work and make a positive difference.
<p>Other relevant information</p>	<ul style="list-style-type: none">• Safeguarding and DBS <p>Where legally eligible, this role may require a DBS check. Volunteers must follow safeguarding policies and procedures.</p> <ul style="list-style-type: none">• Data Protection and Confidentiality <p>Volunteers must comply with UK GDPR and organisational confidentiality requirements.</p> <ul style="list-style-type: none">• Health and Safety <p>Volunteers must follow health and safety procedures and take reasonable care for their own safety and others.</p> <ul style="list-style-type: none">• Volunteer Status <p>This volunteering role is undertaken on a voluntary basis and does not create an employment or worker relationship. NOAH is committed to equality, diversity, and inclusion. We welcome volunteers from all backgrounds and will make reasonable adjustments where possible to support participation.</p>
<p>What to do if you're interested</p>	<p>Fill out a volunteer application form on our website or email volunteers@noahenterprise.org and we will send you a form</p>